

## President Role

president@denverbridge.org

- Run meetings
  - Minimum of 11 per year
  - Write Agenda
- Sign Contracts
- Appoint and consult with Legal Counsel
- Appoint Committees
- Sign Insurance Policy
- Liaison between Region 10 Rep and Unit 361
- Tournaments
  - Coordinate with Directors at Sectional/Regional/IN Tournament
  - Announcement
  - Award presentations
  - Identify director for Regional, Sectional and IN Tournaments
  - Locate and secure playing sites
  - Regional liaison between Region 10 and Regional Chairs
  - Sign RTP for Regional
- Signer on Bank Account
- Field and resolve complaints from membership
- Locating and securing playing sites
- Oversee others' assignments such as:
  - Hospitality
  - Tournament Chair
  - Front Range Challenge
- Monitor denverbridge.org emails
- Approach prospective board members about serving on the board
- Coordinate candidate interviews for elections to Region 10 and National Board
- Write articles for Table Talk and Daily Bulletin
- Approve correspondence to unit membership (along with Secretary)
- Familiarize new board members with their duties
- Complete ACBL Election Form after the annual election of officers
- Make sure role document is updated yearly

Author/Revised by

Date

Julie Clark

March 30, 2023

## Communications

communications@denverbridge.org

### *Flyers*

Prepare flyers for all Tournaments scheduled for upcoming year, using information provided by Unit Board and Tournament chairperson. Make sure most up-to-date information is supplied to Webmaster, District 17, and ACBL for inclusion.

For those that do not have Page Layout software, the following is a partial list of what is available:

- **Adobe InDesign. The best desktop publishing software overall. ...**
- **Affinity Publisher. The best desktop publishing software for value. ...**
- **QuarkXPress. Well-established rival to InDesign. ...**
- **Microsoft Publisher. ...**
- **VivaDesigner. ...**
- **Xara Page & Layout Designer. ...**
- **Scribus. ...**

- **Swift Publisher.**

Information needed to produce a correct flyer:

Type of Event

Dates

Location

Protocols

Games to be played

Contact information: Tournament Chair, Partnerships, Director(s)

Sanction Number

Flyer version number

Flyer should be reviewed by the Tournament Chair, Tournament Director in Charge, and at least 2 other sets of eyes who can look for anomalies, spelling, grammar, etc. within a tight time frame (suggest 48 hours turn-around). Wait for all comments before changes and re-submission showing revision number of flyer on bottom (SEC0124A) would convey a Sectional Flyer for a tournament being held in January 2024 and version A (original flyer). Once approved send PDF file to Secretary and Webmaster for posting to ACBL and Website. Also send original file to Webmaster for archiving. Secretary may also handle printing sufficient copies for distribution to local clubs, etc.

The Unit Board will advise:

WHO DECIDES ALL THIS INFORMATION IN THE FIRST PLACE

WHOSE RESPONSIBILITY IT IS TO GET THE INFORMATION TO THE COMMUNICATIONS CHAIR IN A TIMELY MANNER

Old versions of flyers are archived on the website and can be accessed in Adobe Acrobat Pro (full editable version) to be updated for future flyers. Currently the software being used to create flyers and Table Talk is Adobe Indesign 2023, but any dedicated graphic page layout software can be used. When using an archived file as a template, be aware there may be factual errors in the old flyers which are just being perpetuated by being recycled year after year, so all information must be checked and rechecked. It is advisable to include the Director In Charge of the Tournament in the review process of flyers since they generally have good knowledge concerning the types of games that are well supported by players and they do not have to be making superfluous sets of boards which will not be used for which the director charges the Unit.

## ***Table Talk***

Compose and distribute Table Talk at least quarterly, and more frequently if requested.

All designers have their own vision of what is entertaining and what information can be conveyed to your audience in as few words as possible. The attention span of the average reader of emails is very limited. Table Talk is composed and emailed to all current members of the Unit at least 4 times a year. Information is gathered from all Board members; Internet research; Monthly reports from ACBL; the

Bulletin; interesting photos; upcoming events – including flyers; jokes, cartoons; results of year-long races, Ace of Clubs and Mini-Mckenney; Milestones; obituaries; election notices.

## ***Emails***

Using Pianola.net to keep Unit 361 and other close Front Range Unit members advised of all relevant information concerning Tournaments and other pressing concerns.

To send a Pianola mass email the following steps have to be taken:

1. Log on to Pianola.net in your browser
2. Click on the 'Messages' tab
3. Choose New Message
4. Choose a Template. Click on Continue
5. Choose either 'by radius' or 'by unit'
  - If 'by radius' insert zip code and a mileage figure
  - If "by unit" choose the units with whom you wish to communicate
6. Add criteria
  - For I/N emails: "Below 500 Masterpoints" and Click on 'Add this criteria to smart group' Click on Continue
  - For general emails "All current members". Click on Continue
7. Pianola will then tell you how many Recipients there are in your requested criteria. Click on Continue.
8. Compose Message is the next screen. Use [Communications@denverbridge.org](mailto:Communications@denverbridge.org) as the 'reply to' address. If anyone replies to that address it is automatically forwarded from the website to your email address, controlled by Webmaster.  
Unlike most email programs Pianola does not allow you to include a graphic file in the body of the email, it has to be included as an attachment so the recipient must click on the "Attachment" button to see the file, graphic or whatever information you are trying to convey. AS OF NARCH 2023, THIS HAS CHANGED.
9. Compose your message, adding any attachments you require, Click Continue.
10. Click on 'test message' and go to your email program to see what you are sending and to make sure everything is correct.
11. Return to Pianola and make corrections if needed, Click 'Send email without Stats'
12. Log out of program.

## ***Regional and Daily bulletins***

Assist Hospitality with providing Labels for Regional participants and Winners' photographs for Notice Board, Web site, and Bulletins.

Coordinate with provided services to produce Daily Bulletins for the Rocky Mountain Regional.

### **Archived PDF Instructions Forms**

Label Information

Winner's Photos Instructions and information

District 17 Free Play Cards  
The Empty Chair sign

Responsible for “Empty Chair” display. Contact area Units and Clubs for information on any membership obituaries and photos since previous regional. Print and mount photos.

Labels: If using the annual Regional Patch on the labels suggest purchasing bulk (500 sheets minimum) 30 per sheet #5160 address labels (Amazon) and having the Patch pre-printed on the labels. Then using Microsoft Word go to Mailings/Labels/Avery 5160, click on “Full page of same Label”, type in information to appear on label allowing room for preprint graphic, Click on “New Document” full page view will come up, check information is correct and then click on “Print” having loaded the preprinted labels correctly in your printer. The preprinted labels save both time and money since you are only printing in black ink and ink cartridges are expensive, however, do your own calculations on cost.

Daily Bulletins: Cost to Unit from Common Game \$200.00. (subject to change). Time intensive although much of the prep work can be done in advance. Work with Jane Huerta [jane@thecommongame.com](mailto:jane@thecommongame.com) ; view and teach yourself what is required from videos on Youtube.

**A pdf file of the Bulletin Procedures is an attachment to the email and should be saved under Job Descriptions/Communications**

Here are the names of the video Tutorials for editing the Bulletin posted by The Common Game:

[Bulletin Basics Video 1 - Hospitality, Speakers, Life Masters](#)

[Bulletin Basics Video 2 - PDF as a Story](#)

[Bulletin Basics Video 3 - Photos](#)

Gather photos of winners to upload; interesting stories; factual information from Tournament chairs; and any other relevant material to make the Bulletin more interesting.  
Upload all pre-formatted files ahead of time to maximize efficiency.

**Author/Revised by**

Vivian Heggie

**Date**

March 30, 2023

