

CLUB MANAGER

DUTIES AND RESPONSIBILITIES

1. The Club Manager serves at the direction of the Unit Board to manage the Anchorage Bridge Center in an orderly and efficient manner.
2. The Club Manager, in conjunction with the Unit Board, develops ideas and action plans to promote bridge and recruit new players in the Anchorage area.
3. The Club Manager shall present recommendations to the Board addressing club game schedules, special event schedules, and sectional and regional tournament schedules.
4. The Club Manager is responsible for submitting all required sanction applications to the ACBL for club games, special events, and tournaments.
5. The Club Manager is responsible for submitting all required club reports to the ACBL.
6. The Club Manager coordinates with the Unit Board Treasurer to insure that all financial obligations to the ACBL are met.
7. The Club Manager is responsible for the assignment of Certified Directors for all club games and special events.
8. The Club Manager is responsible for recruiting, arranging for training materials, and monitored testing of Unit members who wish to become Certified Directors.
9. The Club Manager shall submit a monthly report to the Unit Board addressing attendance, recommendations concerning game schedules, and matters concerning the club that need addressing by the Board.
10. The Club Manager is responsible for monitoring and ordering supplies and materials required for the orderly running of club games and special events.
11. The Club Manager is responsible for communicating with the Board on all information to be made available to the public.
12. The Club Manager is responsible for other special assignments mutually agreed to with the Unit Board.