

# ROCHESTER DUPLICATE BRIDGE CLUB

## Primary Club Manager, Primary Data Manager/Technology Coordinator, Primary Club Director, Treasurer, Webmaster Policy

The Board of Directors shall appoint, on an annual basis, a primary club manager, a primary club director, a primary club data manager/technology coordinator, a webmaster, and a treasurer. The primary club manager, primary club director, primary data manager/technology coordinator, webmaster, and treasurer may serve on the Board of Directors with full voting rights, if duly elected.

The primary club manager's responsibilities shall include but not be limited to:

1. serving as an ex-officio member of the Board (if not duly elected)
2. ordering all supplies and maintaining all tangible property owned by RDBC
3. updating website announcements and events
4. communicating as necessary with ACBL
5. ensuring that all games maintain a welcoming, non-threatening, and comfortable atmosphere
6. constructing a yearly calendar of events
7. keeping a player/phone roster
8. generating a monthly newsletter
9. preparing hand records for each week's games
10. scheduling dealers and helpers

The primary club director's responsibilities shall include but not be limited to:

1. scheduling a director(s) for all individual game sessions
2. keeping all directors up to date on law changes adopted by ACBL
3. serving as a liaison between all club directors and the primary club manager and Board of Directors
4. recruiting new club directors, as needed

The primary data manager/technology coordinator's responsibilities shall include but not be limited to:

1. scheduling a scorer for each game session
2. submitting monthly reports to ACBL and notifying the club treasurer and primary club manager of total amount of fees paid
3. maintaining an updated data base of RDBC bridge players
4. using the most current version of ACBLScore and loading that version onto all club computers
5. generating and putting multiple files in appropriate folders to ensure the proper

- results format shown on the website; deleting files weekly as needed
6. working with a technology advisor to keep computer running at acceptable speed; replacing equipment; making necessary tweaks to the results format.

The treasurer's responsibilities shall include but not be limited to:

1. serving as an ex-officio member of the board (if not duly elected)
2. maintaining the financial books of the organization
3. handling the financial obligations of the organization, such as remit all expenses in a timely manner (including but not limited to rent, supplies, website and computer expenses, memorials, etc.), record game income deposits and other income in the club checkbook register, and other duties associated with the treasurer position.
4. preparing a financial report monthly to be presented to the Board
5. participating in the annual internal financial review at the beginning of each year, per the Bylaws
6. tracking ACBL fees and other expenses paid through the club debit card
7. forwarding payments for special games to the appropriate entity
8. delivering all records and other property of the organization to his or her successor when no longer acting as treasurer.

The webmaster's duties shall include but not be limited to:

1. designing and maintaining an attractive, appealing website for Rochester DBC that provides a welcoming gateway for new players and out of town guests to find information and join us for play. The website should also be an access point for club members to view scheduled events, club information, announcements, and game results
2. purchasing web hosting service and renewing annually
3. purchasing domain name(s) and renewing annually
4. purchasing Bridge Results service and renewing annually; serving as liaison to Bridge Results
5. maintaining responsive website performance for multiple devices (smartphones, tablets, desktops, multiple browsers)
6. ensuring timeliness and accuracy of all web page contents (other than announcements, club information, and game results which are handled by the Club Manager and/or Primary Data Manager)
7. providing education for club members on the use of features on the website and Bridge Results
8. managing website files on the hosting service
9. maintaining links between web pages and Dropbox files

Each game session will have a game scorer and a game director. Directors and scorers may be responsible for more than one game. The primary club manager, primary club director, and primary data manager may serve as game directors or scorers. When scoring or directing for an individual game session, a free play will be granted on the day of service, in addition to any stipends (per policy) adopted by the Board.

Revised May 12, 2021  
Revised July 12, 2017  
Revised May 27, 2015  
Revised November 15, 2013  
Amended June 12, 2013  
Adopted April 28, 2010