

Club Manager

Duties and Responsibilities

The Club Manager does the following:

Serves at the direction of the Unit 425 Board (Board) to manage the Anchorage Bridge Center in an orderly and efficient manner.

In conjunction with the Board, develops ideas and action plans to promote bridge and recruit new players in the Anchorage area.

Presents recommendations to the Board addressing schedules for club games, special events, sectional and regional tournaments.

Submits all required reports to the ACBL in a timely manner.

Coordinates with the club treasurer to ensure that all financial obligations to the ACBL are met.

Is responsible for the assignment of Certified Directors for all club games and special events.

Is responsible for recruiting, arranging for training materials, and monitored testing of Unit members who wish to become Certified Directors.

Shall submit a monthly report to the Board addressing attendance, recommendations concerning game schedules, and other matters brought to their attention that need addressing by the Board.

Is responsible for monitoring and ordering supplies and materials required for the orderly operation of the club's games and events.

Is responsible for communicating with the Board on all information to be made available to the public.

Is responsible for other tasks mutually agreed to with the Board.

Serves at the pleasure of the board and is compensated accordingly.