

Committees of South Bay Bridge Club, Inc.

A. Administration Committee:

- a. Chairperson - **To be determined**
- b. Other Participants – Mark Raggio, Stan Greengard, Ray Mack, Carole Mason
- c. Primary Responsibility
 - i. Administration of the Games
 - ii. Schedule of STaC and other Special Events
 - iii. Provide direction to Club Manager and Directors
 - iv. Coordinate activity with American Contract Bridge League
 - v. Make recommendation to Board for changes in game operations

B. Education Committee:

- a. Chairperson – **Laura Gastelum**
- b. Other Participants – Lucy Gellner, Fran Israel, Arlene Greengard, Geri Soffa-Carlson
- c. Primary Responsibility
 - i. Establish Curriculum for various levels of bridge lessons
 - ii. Conduct continuous classes to facilitate growth at the club
 - iii. Publish and advertise upcoming lessons

C. Communication Committee:

- a. Chairperson – **Sheryl Kohlhoff**
- b. Other Participants - None Identified
- c. Primary Responsibility
 - i. To periodically communicate to the membership about monthly activities and/or special events
 - ii. To communicate to the membership about general or administrative issues such as election of the board

D. Maintenance Committee:

- a. Chairperson – **Ernie Frank**
- b. Other Participants – None Identified
- c. Primary Responsibility
 - i. To ensure the facility is operating properly
 - ii. Coordinate janitorial services
 - iii. Coordinates with outside services for any repairs and maintenance that needs to be conducted
 - iv. To coordinate with landlord if issues should arise.

E. Partnership Committee:

- a. Chairperson – **Gabriela Jackson**
- b. Other Participants – None Identified
- c. Primary Responsibility
 - i. To assist players in finding partners for particular games

F. Hospitality Committee:

- a. Chairperson – **Arlene Greengard**
- b. Other Participants – None Identified
- c. Primary Responsibility
 - i. To ensure there are sufficient food and drink and associated supplies for maintenance and administration of the club.

G. Membership Committee:

- a. Chairperson - **To be determined**
- b. Other Participants – None Identified
- c. Primary Responsibility
 - i. To maintain a roster of current members

H. Information Technology Committee:

- a. Chairperson – **Janice Scholler**
- b. Other Participants – Norman Futami
- c. Primary Responsibility
 - i. Responsible for the maintenance of all technological equipment and its operations including computers, bridgemates, duplicating machine, telephone system and service, internet service, etc.

I. Donations and Upgrade Committee:

- a. Chairperson – **Nancy Collinge**
- b. Other Participants – None Identified
- c. Primary Responsibility
 - i. Coordinate upgrading activities of the club
 - ii. Coordinate financing activities special purchases