

**Summaries of MC posts currently filled****1. Officers**

Under the constitution approved at the EGM in September 2013, there are four officer posts – Chairman, Vice Chairman, Hon. Treasurer and Hon. Secretary. Detailed job descriptions are available from the Honorary Secretary to inform those who wish to be elected to one of these posts.

**2. Chairman Tournament Committee**

- Chairing regular meetings of the Tournament Committee
- Overseeing the organisation and implementation of all county events
- Recommending organiser appointments to the MC
- Reporting to the MC on tournament issues

**3. Chairman Selection Committee (currently filled outside the MC)**

- Chairing regular meetings of the Selection Committee
- Working with the other Selectors to choose the county's representative teams
- Liaising with players to check on availability for selection
- Reporting to the MC on selection issues

**4. Editor County Year Book (currently filled outside the MC)**

- Collecting copy for the annual county calendar (from the Hon. Sec's annual trawl of clubs and other sources)
- Chairing regular meetings of the Year Book Production Workgroup
- Arranging for printing and distribution
- Reporting to the MC on Year Book issues

**5. Chairman Conduct Committee (currently filled outside the MC)**

- Chairing meetings of the Conduct Committee as required
- Fielding disciplinary cases referred to the county
- Assembling independent panels to deal with the investigation and subsequent ruling of disciplinary cases
- Considering the need for referral to the EBU
- Reporting to the MC on disciplinary issues
- Liaising with EBU L&E officials as appropriate

**6. Education Co-ordinators (currently partly filled outside the MC)**

- Chairing regular meetings of related workgroups
- Overseeing related projects and the achievement of value for money
- Reporting progress to the MC
- Review of the need for further projects as appropriate

**7. Membership Secretary**

- Maintaining the county's overall membership database and the subset used for electronic communication.
- Issuing e-mail communications with members as required, eg regarding upcoming events.
- Responding to membership enquiries as required.
- Reporting to the MC on membership issues.

**8. Webmaster**

- Maintaining the county's web site and its links to other sites as required.\*
- Reporting to the MC on web site and related issues.
- Liaising with Officers, MC Members and others to consider ideas for web site enhancement/improvement.
- Responding to enquiries about the county web site as required.

**9. Master Points Secretary**

- Overseeing the award of master points at county events.\*
- Membership of the Tournament Committee.
- Providing advice to tournament organisers and clubs on MP issues.
- Reporting to the MC on MP issues.

10. Press Coordinator (currently filled outside the MC)

- Collecting copy from Officers, MC Members, tournament organisers and others for wider publication, eg in the EBU magazine
- Reporting to the MC on press issues

11. Charities Coordinator

- Reviewing annually the candidates for the county's charitable contributions and making recommendations to the MC
- Liaising with the Hon. Treasurer to make the awards agreed
- Liaising with the Press Officer to arrange appropriate publicity of the awards
- Reporting to the MC on charity issues

12. Equipment Coordinator

- Maintaining asset lists of the county's bridge equipment
- Conducting reviews of assets in order to recommend timely replacement when required
- Transporting county equipment to/from county events as required
- Reporting to the MC on equipment and storage issues

13. Trophy Coordinator

- Maintain list of county's trophies, including contact information about current holders.
- Arrange return of trophies to event organiser in time for presentation of next year's event.
- Check that engraving has been completed.
- Arrange repairs where necessary.

**\*A detailed description of the actions carried out by the Webmaster and the MP Secretary in support of county events is available from the Hon. Sec.**