

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

- 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. 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

11. 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

12. 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.**