

HARROGATE BRIDGE CLUB RULES

APPENDIX 'B' - DUTIES OF OFFICERS AND OTHER SPECIALIST ROLES

Issued 5TH May 2026

B1 These descriptions are for general guidance and may be changed as roles and personnel change.

B2 **OFFICERS**

B3 **The Chairman** provides overall leadership and direction, ensuring the Club operates smoothly and in line with its Constitution. They chair meetings, represent the Club externally, and work closely with Committee members to promote an enjoyable, fair, and welcoming environment for all Members.

B4 **The Secretary** shall carry out the directions of the Committee, attend its meetings and take minutes.

B6 **The Treasurer** shall keep proper records of all moneys received and expended on behalf of the Club. They shall, when required to do so, render to the Committee, Board or a General Meeting, an account of any moneys received or expended.

B7 **The Club Tournament Director** shall be responsible for the smooth running of all bridge competitions and the training and development of TDs.

B8 **The House Manager** is responsible for maintenance, cleaning, compliance with legal requirements concerning electrical services and fire safety including maintenance, testing, monthly inspections, fire safety training and also manages any building improvements.

B9 **The House Manager and Treasurer** manage the Club flats and together oversee administration by the Club's managing agent. The Treasurer monitors financial matters. The House Manager monitors maintenance issues raised by the agent, manages any improvement projects and leads on tenancy issues.

B10 **The Bar Manager** is responsible for the purchase and supply of alcoholic liquor in accordance with the Licensing Acts and with the approval of the Licensing Authority. Hours of supply are at the Committee's discretion, must be displayed on a Club noticeboard and must be notified to the Police and the Local Council.

B11 **The IT Manager** is responsible for the provision and availability of appropriate IT equipment to meet the Club's requirements and guiding and assisting Members in the use of such equipment.

B12 **OTHER SPECIALIST ROLES**

B13 **The Membership Secretary** maintains the membership database on Pianola, processes new applications, issues subscription requests, records subscription receipts, updates Members' records and ensures GDPR compliance.

B14 **The Competitions Secretary** leads on the structure and timetables for internal and external Club competitions and selects teams to represent the Club.

B15 **The Webmaster** designs and maintains the Club's website on the Bridgewebs platform, publishes notices and events, updates the Club calendar, sets up annual competitions to analyse the results, and makes ad hoc additions when appropriate.