

## **ASSOCIATION MANAGER – Job Description**

Every ACBL Sanctioned Masterpoint Club Game must designate an active ACBL member as its Manager. The Association Manager must be a full time resident of Lee County and will be appointed by the Board of Directors for a one (fiscal) year term. The Association Manager shall have sufficient background in business management to qualify for the position and will be responsible to the Board of Directors. The Association Manager will not be a voting member of the Board of Directors.

The Association Manager will supervise the following activities:

- Develop a yearly schedule in Cooperation with ACBL in the promotion of charity programs and special games, i.e., Club Championship Games, Membership Games, etc.
- The scheduling of computer operator/game director(s) as required
- The inventory of ACBL and game supplies and replenish as necessary
- The inventory of paper products and water. Replenish as necessary.
- Preparation and filing of the Monthly Report Form
- Correspondence with ACBL on game matters
- Application for sanction renewals
- Report any change of Association Manager or sessions changes on a form provided by ACBL.  
(The signatures of both club manager and president or secretary must be on the form when it is filed.)
- Ordering of all supplies unless other arrangements are made (ie. hospitality person, treasurer, etc).

1/27/06 Board Meeting

Compensation is \$300.00 per month

### **Other responsibilities:**

- Prepare boards and handouts for each game.
- Prepare a list of players and seating assignments for each game.
- Set up the room before the game on Tuesdays with the help of a volunteer(s):
  - Set up tables and chairs based on the number of players expected, put out bid boxes, hand sanitizer, table cards, automatic scorers. With the help of volunteers the tables and all items on them will be picked up after the game on Fridays and put away in the storage area.
  - Set up the supply table with convention cards, score sheets, pencils, reservation notebooks.
  - Put out the Bulletin Board.

#### **Set up the two tables in front of the stage:**

- \*Director/Computer Operator Table:** Computer, printer, scissors, hole punch, law book, extension cord, pencil sharpener, notebook containing: game results, membership applications, signup sheet for summaries, membership list / covid check sheet.
- \*Board Table:** Put out the set(s) of boards to be used that day from the cart, the case for the automatic scorers, the computer used as a game timer.
- \*Set up the table where the money will be collected as players enter:** cash box, player assignment lists. Mark lists with any covid checks needed, new memberships, and free plays.

**\*\*** The items with a \* need to be picked up at the end of the game and put out each game day. That includes the automatic scorers.

-The Club Manager will assist the director at the end of the game to print out the final results, print personal summaries for those individuals that have requested them, and for posting the final results on the Lee County Bridge Web page and the ACBL Live Web page.

Revised 1/23/2023