



Toowong Bridge Club 2016-17

Office Holders and Activities

President	Geoff Saxby
Chair meetings of Management Committee; Represent the club at congresses, meetings and other functions; Oversee strategic planning and performance of the club in conjunction with the Management Committee; Seek and identify external grant funding opportunities Seek and identify external sponsorship opportunities Identify projects that may be funded from external sources Develop and submit grant funding applications Develop and formalize sponsorship[arrangement to fund TBC initiatives Prepare President's report for regular newsletters Prepare President's report for and chair AGM Manage PR aspects of Club.	

Vice President	Anne Griffin
Delegate for president as necessary Support other members of the executive and committee in all aspects of club administration Advise on and implement changes to the Constitution and By-Laws.	

Treasurer	Diane Swan
Appoint cashiers Appoint person to summarise cashiers' banking Pay supplier invoices including levies Refund authorised expenses incurred by club members Maintain cash book of all income and expenses Prepare Business Activity Statements and Employee PAYG tax summaries Arrange employer superannuation contributions Report monthly to management committee Arrange annual audit Prepare annual financial report Ensure effective insurance coverage (premises/members/volunteers)	
Cash Book Summaries	Karen Sweep

Secretary	Lena Darlington
Prepare and disseminate agenda for management committee meetings Prepare and disseminate minutes of management committee meetings Collect mail Manage correspondence (electronic and other) Maintain documents (electronic and other) Manage communication including between ABF, QBA and relevant Office Holders Prepare and distribute Notice of AGM including annual reports by President and Treasurer Arrange proxy forms and scrutineers if needed Collate attendances and apologies for AGM Prepare minutes of AGM Manage registrations for Beginners' classes	

Committee Members	Sheena Daly Chris Garvey John Gralton Margaret Prentice Bernice Shaw Neil Strutton Karen Sweep
Attend management committee meetings Review the TBC Strategic Plan Support the executive in all aspects of the club administration	

Membership Secretary	Margaret Prentice
Process applications for membership Maintain membership data base Issue annual subscription notices Receive and bank annual subscriptions Prepare List of Members booklet in July Reconcile membership with ABF in April	

Head Scorer	Bernice Shaw	
Maintain roster of scorers for sessional play Train scorers Arrange maintenance of Bridgemate Equipment Score sessional play and competitions Update scores to web and post results to notice board Manage manual scoring Maintain Results Board Update Club scoring manual as necessary. Investigate players' queries re club scores Liaise with directors re scoring changes Effect and maintain a log of agreed scoring changes in line with club policy Score the monthly eclectic process		
Scorers	John Cremona Gordon Plant Bernice Shaw Barbara OConnor Shirley Versluys Margaret Prentice Brigid Marland	Sue Eix Kay Mills Ingrid Hartel Tove Roberts Ross Mason Hugh Buckham
Score sessional play and competitions Update scores to web and post results to notice board		

Masterpoint Secretary	Sue Eix
Administer ABF Masterpoint Scheme; Allocate green point awards at Club level; Apply to state masterpoint secretary for approval of red point awards; Complete and submit return for green and red point awards to ABF Masterpoint Centre monthly; Ensure results of gold point competitions are forwarded to state masterpoint secretary; Act as a go-between for Club members and ABF Masterpoint Centre; Liaise with committee regarding Club representatives at Brisbane Zone Finals	

Communications Co-ordinator	Geoff Saxby
<p>Ensure the membership is well informed on functions of TBC including:</p> <ul style="list-style-type: none"> • Prepare club newsletter 5times annually • Arrange printing and circulation of newsletter • Publication of upcoming events on Notice Boards • Communicate directly with members through large scale emailing • Maintain TBC's social media content in an up to date manner • Liaise with the webmaster to ensure information is consistently distributed across all TBC's media forms 	

Coordinator of Directors	Geoff Saxby
<p>Ensure all sessions are appropriately directed Ensure the appeals process is conducted with the Laws of Contract Bridge and the Regulations of the QBA Develop opportunities for current directors to enhance their directing skills Initiate training courses / study groups etc to develop directing skills for all interested TBC members</p>	
<p>Directors Prepare session reports Set up and direct sessions Deposit net cash and report to safe Ensure premises are secure before leaving Complete incident reports as necessary</p>	<p>Peter Noble Diana Dick Keith Evans Hugh Buckham Robyn Palethorpe Cheryl Shafferman Lee Rogers Laurie Skeate Pam Schoen Neil Strutton Geoff Saxby</p>

Head Dealer	Chris Garvey / Sharon Clifford
<p>Maintain roster of dealers for sessional play and congresses; Train dealers; Acquire/maintain dealing machines, computers and printers; Purchase playing cards, boards and boxes as required; Deal for sessional play and for congresses Deal as relief dealer for ill or holiday dealers.</p>	
<p>Dealers Deal for sessional play and congresses; Prepare Hand Records.</p>	<p>Sue Noble Susan Wootton Lydie Shaw Gillian McLelland Elizabeth Slatter Brian Hankinson Mandy Kennedy Brigid Marland</p>

Program Coordinator	Sue Eix
Liaise with QBA re congress dates before mid-May; Liaise with committee re programmed red point and special events; Update Club information in program booklet; Prepare annual program booklet and forward to printer by late November; Send a copy of the program booklet to QBA and a copy of the program to the webmaster.	

Competition and Congress Coordinator	Janet Lovell
Prepare entry forms for red point competitions and congresses; Appoint directors, convenors and caddies for competition and congresses; Collect entry fees, reconcile the money and prepare prizes for congresses; Liaise with kitchen convenor re congress catering; Arrange catering helpers for congresses; Email congress entry forms to other clubs Prepare prizes for club competitions	Janet Lovell Janet Lovell Janet Lovell Janet Lovell Sue Eix

QBA Delegates	
Attend QBA meetings Raise TBC issues at QBA meetings (as determined by the Management Committee) – eg events/training/marketing approaches and funding Advise management committee of significant issues Update copy of QBA regulations as necessary Raise the profile of TBC – ‘hand up’ to sponsor regional meetings/events/forums etc (eg Youth Fun Days)	Anne Griffin Neil Strutton

Webmaster	Janet Lovell
Arrange web hosting Update web information	

Librarian	Wal Brake
Purchase new books, videos etc Accession new acquisitions and enter on database Organise roster for librarians Manage loans and returns	
Manage book table	Dudley Darlington

Security and Fire Warden	Neil Strutton
Receive calls from security monitoring and investigate as necessary Liaise with Chubb security Manage work place health and safety issues	

Key Management	Neil Strutton
Issue to/receive keys from volunteers as necessary Maintain key register Purchase additional keys as necessary Arrange labeling and storage of keys	

Cashiers	
Collect and bank net revenue from sessions Prepare a summary for each deposit	Wilhelmina McCartney Judy Frazer

Building Maintenance (inside)	Lee Rogers
Building Maintenance (outside)	Bruce Roberts/John Galton
Liaise with yard contractor Arrange building maintenance as necessary	
Garden maintenance (pruning, culling, transplanting, fertilizing) as needed	Margaret Prentice/Lena Darlington

Providore	Margaret Prentice
Establish roster for tea staff Maintain a list of current phone numbers and addresses of kitchen staff Purchase morning & afternoon tea provisions Purchase other consumables Ensure the kitchen duties instruction document is kept up to date and available Ensure tea staff receive group certificates and superannuation statements where appropriate	

Housekeeping	Margaret Prentice
Liaise with contract cleaner Arrange other cleaning – table cloths, laundry Arrange carpet cleaning	

Parking Marshalls	John Carr David Shaw Frank Speare
Assist members to park their vehicle in as stress-free a manner as possible	

Melbourne Cup and Charity Days Convenor	Elaine Kelly
Liaise with key parties to ensure event runs smoothly Arrange catering Collect attendance fess Arrange sweeps and raffles Prepare posters and appropriate decorations	

IT Manager	Geoff Saxby
Ensure IT hardware and software is maintained in accordance with industry standards Continually explore opportunities to upgrade software and hardware Ensure documentation of hardware and software configurations is maintained in accordance with industry standards Liaise with and when necessary employ external IT professionals to ensure the addressing of the above goals	

Stationery Supplies Purchaser	Karen Sweep
Monitor stationery needs and purchase as required	

Walk-in Program Co-ordinator	Helen Clayton
Co-ordinate the program and the standby volunteers	

Flower Provider	June Trudgian
Provide and arrange flowers	

Congress Caterer	Margaret Prentice
Liaise with Congress Convenor and check website for numbers of participants and format for the day Organise kitchen helpers and request food donations on weekly announcements Plan appropriate food eg sandwiches, fruit and vege, hot food Shop for food and prepare/cook as required Work with kitchen helpers to prepare and serve refreshments Wash up and clean the kitchen and surrounding areas. Wash tablecloths and towels used on the day.	

BCC and Grants Liaison Officer	John Galton
Liaise with the Brisbane City Council and grants providers	