

# District 16 Job Descriptions

## Introduction

This document describes the duties and responsibilities of district officers, chairs, coordinators and key personnel. The topics and descriptions are submitted by the volunteers in the various roles.

Each district officer, chair, coordinator and key personnel must be a member in good standing of a unit in the district.

Please email comments and corrections to the policies editor: [d16-Policies.Editor@d16acbl.org](mailto:d16-Policies.Editor@d16acbl.org)

## District Officers

District officers are elected by the board of directors every two years at the first board meeting of the year in an even year at the Lone Star Regional in Houston. The district officers and the immediate past president make up the district executive committee.

## President

The president acts as chair and presides at all meetings of the board of directors and the executive committee, supervises and manages the affairs of the district and performs all other duties incidental to the office. The president is an officer for ACBL District 16 (D16) and a member of the executive committee.

The president is elected by the district board for a two-year term. The president is member ex-officio of all committees. The president appoints and supervises all committees. Among other things, the president:

- Ensures that district activities comply with and support the D16 mission.
- Ensures that the board's directives, policies and resolutions are carried out.
- Ensures effective external communications about D16 and its mission, priorities, importance, programs and activities.
- Leads D16's planning processes.
- Develops, informs and supports the board and the board committees to carry out their functions.
- Leads, manages and develops the volunteer base.
- Develops, implements, monitors and assesses the results of D16 events (such as GNT, NAP and STaC).
- Keeps current on significant developments and changes in the ACBL environment and informs D16's leadership.
- Prepares the "President's Report" article for *Scorecard*.

- Along with the executive secretary and local contacts coordinates board meeting breakfasts.
- Serves as co-administrator of D16's Facebook Group page.
- Manages/updates Google Docs.
- Provides updates to the webmaster.
- Understands the D16 Bylaws and Standing Rules.

Contact the district president at email address: [d16-President@d16acbl.org](mailto:d16-President@d16acbl.org)

Updated 07/2024.

### **First Vice President**

The first vice president presides over meetings of the district board of directors and the executive committee in the temporary absence of the president. If the president is permanently unable to serve, the vice president serves as president until the next regular election of officers. The first vice president should understand and be prepared to perform the duties of the president.

If the first vice president is unable to complete their term, a replacement first vice president is elected at the next regular district board meeting. (The president may appoint an officer to serve until the next regular meeting.) The first vice president is a member of the executive committee.

Contact the first vice president at email address: [d16-1st.Vice.President@d16acbl.org](mailto:d16-1st.Vice.President@d16acbl.org)

Updated 08/2024.

### **Second Vice President**

The second vice president performs any assignments and projects requested by the president and serves as a district committee chair or a unit representative to the district board of directors.

The second vice president presides over meetings of the district board of directors and executive committee in the temporary absence of the president and first vice president. Should the president be permanently unable to serve, and the first vice president assumes the office of president, the second vice president assumes the position of first vice president until the next regular election of officers. Likewise, if both the president and first vice president are permanently unable to serve, the second vice president assumes the office of president until the next regular election of officers.

Contact the second vice president by email: [d16-2nd.Vice.President@d16acbl.org](mailto:d16-2nd.Vice.President@d16acbl.org)

Updated 03/2021.

## **Executive Secretary**

The executive secretary:

- Keeps a current and accurate list of board members, committee chairs, alternates and advisory council representatives, to include names, phone numbers and email addresses.
- Maintains the district's historical files.
- Sends the policies editor new and changed district policies.
- Takes and records attendance at each district meeting.
- Prepares an agenda for each upcoming meeting after consulting with the president and other board members when appropriate.
- Prepares packets for board members, including agenda, draft minutes, reports, financial statements and budget, if any, and emails the packets to the board members several days before the meeting.
- Prepares minutes of each meeting, including motions made and actions taken.
- Answers questions pertaining to the bylaws of the district.
- Circulates the draft minutes of the prior meeting along with the proposed agenda for the upcoming meeting to the board and committee chairs before the scheduled meeting.
- Solicits reports and agenda items from board members.
- Coordinates with the webmaster to post pertinent items.
- Updates the ACBL with D16 election results on an annual basis.
- Coordinates D16 Board meeting breakfasts with the president and local contacts.

Contact the executive secretary at email address: [d16-Secretary@d16acbl.org](mailto:d16-Secretary@d16acbl.org)

Updated 07/24.

## **Executive Treasurer**

The executive treasurer oversees the management and reporting of D16's finances and:

- Maintains accounts, selects banks, signs checks and invests excess funds wisely.
- Reconciles all bank accounts on a monthly basis.
- Issues subsidy checks to NAP and GNT competitions.
- Performs financial transaction oversight:
- Restricts access to D16's funds, pays any outstanding bills or debts owed and develops systems for keeping cash flow manageable.
- Oversees finances of the *Scorecard* managers.
- Develops the annual budget and compares the actual revenues and expenses incurred against the budget.
- Produces a preliminary budget and submits it to the executive committee and then to the board of directors for approval.
- Distributes rebate checks to the clubs participating in the 199er and 99er Nite Club games at least quarterly. Rebates may be reduced by any amount owed to the district by the club.
- Oversees the development of D16's financial policies.

- Uses QuickBooks Online for all D16 bookkeeping.
- Keeps the board regularly informed of key financial events, trends, concerns and assessment of fiscal health in addition to completing required financial reporting forms in a timely fashion and makes these forms available to the board.
- Prepares and files the district's annual federal income tax return before the deadline.
- Serves as a member of the executive committee.
- Maintains copies of receipts, invoices, deposits and tax returns for at least seven years. (2007)
- Grants D16 Financial Verifier access to QuickBooks Online. Receives twenty (20) regional/sectional free plays a year.

Contact the executive treasurer by email: [d16-Executive.Treasurer@d16acbl.org](mailto:d16-Executive.Treasurer@d16acbl.org)

Updated 04/24.

## **Board of Directors**

Each of the 18 units in D16 elects or appoints one representative or director to serve on the board of directors for a three-year term. These 18 directors are the voting members of the D16 Board.

Each member of the board of directors:

- Promotes and administers bridge throughout the district, consistent with ACBL mandates and the district's charter and bylaws.
- Develops and implements activities designed to attract and retain players.
- Allocates regional tournaments and reviews tournament successes and failures in order to refine the allocation process and to determine how best to support tournament administration.
- Chooses officers and gives them direction and supervision to help achieve the goals of the district.
- Reviews proposals and reports presented at board meetings, participates in board meetings and offers suggestions for improving the performance of the board and the district officers.
- Ensures the continued solvency of the district.
- Ensures that officers take necessary actions to comply with applicable laws and regulations, including ACBL mandates.
- Reviews significant actions taken by the ACBL and determines if those actions require the district to change its practices to conform to ACBL requirements.
- Communicates both district and ACBL actions to D16 units, with guidance to implement decisions made by the district or ACBL.
- Provides information to the ACBL about the district's activities as may be helpful to ACBL's administration and promotion of bridge.
- Approves proposals made by the Grand National Teams (GNT) and North American Open Pairs (NAP) coordinators for district-level qualifying competition and subsidies for players who qualify to compete at the national level.

- Attends board meetings and if unable to attend tries to get a proxy from their unit to attend.

This list is not static or complete. Each director must consider possible additional activities and improvements to existing activities and present them to the board for consideration.

Each director should consider whether the board's responsibilities could be better or more efficiently discharged through new or restructured approaches.

Updated 07/2024.

### **Regional Director**

The regional director (formerly district director):

- Represents Region 9/D16 on the ACBL Board of Directors.
- Provides a report to keep the district apprised of issues and opportunities.
- Writes articles for the *Scorecard* (six issues/year).
- Helps D16 and unit board members navigate the ACBL to find help and resolve issues.
- Gives members information about ACBL as requested.

Updated 07/2020.

### **District Representative to ACBL Advisory Council (formerly Board of Governors)**

An advisory council representative:

- Acts as liaison between the D16 Board of Directors and ACBL management to ensure that D16's membership requirements and concerns are addressed, while improving communication and coordination between districts and units.
- Interfaces with the advisory council to pass on requirements and concerns.
- Is a member in good standing with the ACBL and a member of a unit in D16. They must remain a member of that unit during their three-year term.

Updated 08/2024.

## **Chairs, Coordinators and Key Personnel**

### **Awards Chair**

The D16 Awards Committee Chair (awards chair) processes D16 Awards, coordinating with the D16 Awards Committee and the Teacher of the Year Committee Chair. The awards chair is appointed by the district president. The awards committee is made up of the awards chair and members who are past recipients of the Jacoby Award. The awards chair and district president appoint the members of the committee. The awards chair and awards committee are announced at the Lone Star Regional at the beginning of the calendar year.

The awards chair manages the D16 Award processes for the Oswald & James Jacoby Service Award, the Star Award, and the Goodwill Award. This includes sending units the guidelines and schedules for selecting recipients for the Star Award and the Goodwill Award, as well as nominating worthy candidates for the Jacoby Award. The awards chair also manages the presentation of the awards.

The awards chair works with the awards committee to select the Jacoby Award winner and to advise units as needed for other matters. The awards chair also advises the Teacher of the Year Chair.

For additional details describing the awards chair's responsibilities, see "District 16 Awards" in *Policies and Procedures*.

Updated 08/2024.

### **Charity Committee Chair**

The charity committee chair:

- Proposes charity game dates to the board one year in advance that will not conflict with national special games and D16 Regional Tournaments. Once approved, schedules and gets sanctioned the maximum number of charity games allowed by the ACBL each year.
- Notifies club managers/owners of upcoming charity games through the ACBL. The ACBL Special Games department will send an eblast to all club managers/owners giving the instructions for these games.
- Requests the club participant list from the ACBL Special Games department thirty days after the games are held.
- Notifies clubs that have not remitted the funds due for the games (\$4/table).
- Emails thank you notes to all clubs that participated in charity games.
- Submits a charity report at the board of directors meeting.

Approximately every four years, the ACBL Charity Foundation allocates \$30,000 on a rotational basis to the districts. The charity committee chair:

- Reviews the "Grant Guidelines" for grant requests.
- Forms a committee that selects grant recipients, as offered by the ACBL Charity Foundation.
- Follows criteria for the selection of the charity recipients.
- Considers information as reflected by Charity Navigator and GuideStar.
- No later than July 1, sends a D16 email blast requesting charity grants submissions from units, with an August 1 deadline. Also includes the request on the D16 website homepage.
- Drafts an article for the *Scorecard* that includes the requirements and the deadline for the grant requests.
- Meets with the committee members after the deadline and selects up to five grant recipients.

- Submits up to five grant recipients as chosen by the committee to the district board for approval.
- Submits the approved grant recipients to the ACBL before the deadline (November 15), along with any required information.
- Notifies all grant recipients, preferably by a physical visit, and takes photos to publish in the *Scorecard*. Notifies those who were denied.

### Funding Priorities

The charity committee chair considers these priorities:

- Worthy causes: charities that reach out to causes that have financial needs in the following categories: animals, arts, culture, humanity, education, environment, health and human services.
- Financial need: charities that receive no or minimal federal/state funding.
- Geographical diversity: charities that represent the district geographically.

ACBL contact for these grants: ACBL Charity Foundation, Attn: Sabrina Goley, 6575 Windchase Blvd., Horn Lake, MS 38637-1523 / 662-253-3146 / [sabrina.goley@acbl.org](mailto:sabrina.goley@acbl.org).

See the *Policies and Procedures Manual* for “Grant Guidelines” and additional information related to the D16 Charity programs.

Updated 04/2024.

### Contact Administrator

The contact administrator sends emails to D16 members and follows up with any issues that relate to those emails.

The contact administrator manages the database with contact information of D16 members and uses that database to communicate by email with district members. These email communications include general district information, like tournament announcements, lecture series schedules and notice of the latest *Scorecard* edition. Currently the district uses Robly, a web-based tool, to manage the contact database and to send emails.

Around the seventh of each month, the ACBL emails an updated roster to the contact administrator ([d16-contactadmin@d16acbl.org](mailto:d16-contactadmin@d16acbl.org)). This roster lists all D16 members, with each member’s unit, address, masterpoints and email address. This information makes up the Robly contact database.

Send the contact administrator an email: [d16-contactadmin@d16acbl.org](mailto:d16-contactadmin@d16acbl.org)

Send the backup contact administrator an email: [d16-contactadmin-backup@d16acbl.org](mailto:d16-contactadmin-backup@d16acbl.org)

Updated 07/2024.

## **District Recorder**

The district recorder:

- At the request of ACBL headquarters, investigates player memos or requests from the charging party (typically the district president). The investigation is completely confidential unless the player waives confidentiality. The recorder makes a report and either records the incident or makes a recorder complaint based on a single incident or on a pattern.
- At the request of ACBL headquarters, investigates incidents at regional and sectional tournaments. The recorder doesn't investigate incidents at clubs unless a serious allegation of cheating or ethical violation is made.
- May appoint assistant recorders for large units (e.g., Houston).

Updated 04/24.

## **Education Coordinator**

The education coordinator serves as a resource for unit education coordinators and:

- Advocates for education activities in D16.
- Coordinates programs for ACBL Best Practices, ACBL Online Teacher Certification, director training and Better Bridge and Learn Bridge in a Day!
- Oversees the English and Spanish beginner and intermediate lecture series.
- Oversees the 0-50 game.
- Provides English and Spanish content for the district website.

Updated 06/2024.

## **Facebook Group Administrator**

The Facebook Group Administrator:

- Approves (or declines) requests to join the D16 Facebook Group.
- Monitors postings to keep discussions related to bridge. Deletes posts that are not bridge related or not suitable for the intent of the group.
- Invites units and skilled bridge players to contribute postings.

Updated 06/2024.

## **Financial Verifier**

The financial verifier:

- Reviews checks.
- Compares financial statements presented to the board with underlying transactions to verify that transactions have been reported accurately.
- Reports to the board at least quarterly that verifier functions have been performed and reports any discrepancies.
- Receives monthly bank statements from the bank, including copies of cancelled checks.



- Reviews the district “books” (QuickBooksbackup) every quarter.

Verified 06/2024.

### **Grand National Teams (GNT) Coordinator**

The GNT coordinator ensures the smooth operation of the district’s participation in this national grass roots event.

The GNT coordinator:

- Ensures that D16 GNT participation complies with the ACBL’s Conditions of Contest.
- Drafts D16 Conditions of Contest, gets them approved by the ACBL and then publishes them on the D16 Website.
- Coordinates with each unit’s GNT coordinator and – if we ever resume local qualifying – ensures that there are adequate opportunities for Flights B and C players to qualify.
- Determines the schedule and venues for the D16 finals, coordinating with the relevant tournament coordinators and district directors to ensure adequate space and directors.
- Informs D16 members of the year’s GNT schedule (including write-ups for the *Scorecard* and other communications vehicles).
- Informs the board about GNT status, including issues, changes and schedule.
- Monitors qualification events and compiles a list of qualifiers.
- Reviews the ACBL list of players not in good standing no later than two weeks before the applicable event. (2018)
- Coordinates and ensures that D16 finals run smoothly; verifies that all contestants are playing in the correct flight.
- Supports the director in charge at D16 finals.
- Informs the ACBL of the results and the qualifiers for the Summer NABC.
- Ensures that those who play in the NABC receive their district-sponsored subsidies.
- When the GNT is in a location other than home, the district reimburses the coordinator for up to three hotel nights (up to \$450 per event). The coordinator sends hotel receipts to the executive treasurer. (2023)

Updated 08/2024.

### **Intermediate/Newcomer (I/N) Coordinator**

The I/N coordinator facilitates the exchange of information among D16 Unit I/N Coordinators and the D16 Board.

The I/N coordinator:

- Solicits information from unit I/N coordinators:
  - I/N program information
  - Successes and challenges
  - Suggestions for D16 or ACBL actions to improve the I/N experience.
- Reviews the I/N content on the D16 website.

- Reports to the district board (includes membership from each unit):
  - I/N population statistics
  - Guest member statistics
  - Information provided by the units.

Contact the D16 I/N Coordinator by email: [district16in@gmail.com](mailto:district16in@gmail.com).

Updated 06/2024.

### **I/N Newsletter Editor**

The I/N Newsletter Editor develops, edits and distributes the newsletter. To verify that the hyperlinks work as intended, the editor emails the newsletter to their email address and tests each link.

The editor uses Robly to distribute the newsletter to the distribution list on the fifteenth of each month. The editor then sends a PDF file to the webmaster to post on the district website.

Each editor has the opportunity to modify the newsletter contents (just like the *Scorecard*) and the content topics change.

The editor develops and maintains a spreadsheet that details the topics and sources for each month. The spreadsheet includes a running list of those who've agreed to allow their material reproduced (along with limitations). The editor updates this information and passes it to the next editor.

Contact the I/N Newsletter Editor by email: [d16-i-n-newsletter@d16acbl.org](mailto:d16-i-n-newsletter@d16acbl.org)

Updated 07/2024.

### **Lecture Series Coordinator, English**

As part of our education program, a free monthly Zoom webinar is held on the fourth Saturday of each month. This English lecture starts at noon Central time and lasts about one hour.

The English lecture series coordinator:

- Invites a presenter for each webinar. Presenters are chosen from the D16 membership.
- Sends the district PowerPoint template to the presenter. Also suggests that the presenter go to the district website "Lectures" tab to see a list of recently covered topics.
- Works with the presenter to choose an appropriate beginner/intermediate topic.
- At least two weeks before the webinar, sends the following information to the district contact administrator ([d16-contactadmin@d16acbl.org](mailto:d16-contactadmin@d16acbl.org)).

- Speaker's name, biographical information and photo in jpg format.
- Lecture title with a one-two paragraph abstract that describes the content, with a "teaser" to encourage attendance.
- Requests that the presenter:
  - Send the PowerPoint presentation to the Zoom Facilitator and to the lecture coordinator before the day of the session.
  - Join the webinar session no later than 11:45 to prepare for the 12:00 session.
- The lecture coordinator joins the Zoom session at 11:40 to assist the presenter and the Zoom Facilitator in getting ready for the session.
- Starts the session by introducing the speaker.
- Monitors the chat for questions and "mutes" participants who "unmute" themselves during the session. Keeps the presentation flowing by having questions ready to ask the presenter when there are no participant questions.
- Thanks the speaker and participants at the end of the session. Reminds participants that the session video and a PDF file of the presentation will be available on the district website.

Updated 06/2024.

### **Lecture Series Coordinator, Spanish**

As part of our education program, D16 offers a free monthly webinar in Spanish at noon on the third Saturday of the month. The lecture series coordinator organizes the lectures.

The Spanish lecture series coordinator:

- Schedules the lectures.
- Proposes lecture dates to the education coordinator six months in advance.
- Adds the dates to the district calendar.
- Invites a speaker for each webinar.
- Three weeks before a lecture, sends the contact administrator and the webmaster the speaker's name, the lecture title and lecture date with a one-two paragraph abstract of the lecture and a two-three paragraph speaker biography
- Sends the presentation to the education coordinator for approval at least ten days in advance.
- Starts the Zoom meeting and records the lecture session.
- Introduces the speaker.
- Moderates the lecture.
- Thanks the speaker and participants at the end of the session. Reminds participants that the session video and a PDF file of the presentation will be available on the district website.
- When Zoom makes the recording available, the Zoom Facilitator sends the link for the recording and the lecture charts to the D16 Webmaster ([d16-webmaster@d16acbl.org](mailto:d16-webmaster@d16acbl.org)), so the webmaster can post the lecture on the district website.

Updated 06/2024

### **Marketing and Publicity Chair**

The marketing and publicity chair:

- Develops marketing and descriptive materials to promote D16 events and educational opportunities.
- Edits and rewrites articles, as requested by key personnel and board members.

Verified 2024.

### **Membership Chair**

The membership chair:

- Obtains monthly membership updates from the ACBL for D16 units and forwards the updates to the D16 Webmaster for posting.
- Works with the president, appointee(s) and unit membership chairs.
- Develops and implements initiatives to grow D16 membership and to retain members.
- Works with the marketing/publicity chair to develop materials that encourage D16 members to invite potential new members to participate in beginning player initiatives.
- Works with the education coordinator to offer limited games for newer players and to provide teacher training and incentives.

Verified 2024.

### **North American Pairs (NAP) Coordinator**

The NAP Coordinator:

- Writes NAP-related articles for several issues of the *Scorecard*.
- Encourages members and clubs to participate in the NAP competition.
- Verifies that unit qualifiers are in good standing with the ACBL. (2018)
- Coordinates and attends the two-day district-level NAP, currently held in January in either Austin or San Antonio (alternate years).
- Informs the national-level qualifiers about national and district subsidies (and possible unit funding) and penalties for zero tolerance violations.
- Proposes changes to the D16 Conditions of Contest as appropriate.
- Coordinates with the D16 Executive Treasurer to pay any subsidies to NABC NAP attendees.
- Proposes and obtains D16 Board approval each year for the dollar amount of subsidies for the various places (first-fourth) and for any substitutes.

Updated 04/2024.

## **Policies Editor**

The policies editor updates the *Policies and Procedures Manual* and the *Job Descriptions Manual*. Topics and articles for these manuals are developed from the input of district office holders and key personnel.

The editor develops and maintains a spreadsheet that details the topics and topic owners (district office holders and key personnel). The editor contacts topic owners for changes and updates. The changes are incorporated in the document, then returned to the topic owner for review and approval.

After updating the documents and getting the changes approved by the president, past president and publications committee chair, the editor posts the modified documents on the D16 Google Drive and sends the documents to the district webmaster to post on the D16 Website.

Contact the policies editor by email: [d16-Policies.Editor@d16acbl.org](mailto:d16-Policies.Editor@d16acbl.org)

Updated 07/2024.

## **Publishing Committee Chair**

The publishing committee chair improves the quality and consistency of published D16 communications by providing guidelines, tools and assistance to contributors.

The chair, appointed by the president, is responsible for online content, accuracy and compliance with the D16 Style Guide. The *Scorecard* and the D16 Website are the primary communications.

The chair also ensures that all upcoming district events (such as, regional tournaments, grass roots events and charity events) are checked for timely updates and published prominently.

Updated 04/2024.

## **Scorecard Editor**

The *Scorecard* Editor's most important responsibility is effective and open communication with the board and with all unit and club members in D16.

The editor gathers materials (articles and announcements) to publish. Content is reviewed for spelling and grammar, then incorporated into the document that becomes a final newsletter.

The editor may also be asked to perform other responsibilities related to *Scorecard*, such as creating announcements requested by a board or unit member, writing documentation for *Scorecard* submissions or gathering information related to publication.

### *Scorecard Editor Transition*

Periodically, the *Scorecard* Editor may change hands. When this happens, the current editor must pass off the [D16EditorScorecard@gmail.com](mailto:D16EditorScorecard@gmail.com) to the new volunteer. The logins for both Adobe Indesign (tool used to create the *Scorecard*) and Issuu (Digital publishing tool) must be passed to the new editor as well.

Contact the editor by email: [D16EditorScorecard@gmail.com](mailto:D16EditorScorecard@gmail.com)

Updated 07/2024.

### **STaC Coordinator**

The STaC Coordinator selects and coordinates with the district tournament coordinator the dates for the annual STaC event. Dates are selected no later than one year before the event.

The district holds one regular StaC, which is set to start the Monday before Father's Day and end on Father's Day. The district may also hold Royal STaCs. The dates for Royal STaCs are also coordinated with the district tournament coordinator.

The STaC coordinator:

- Applies for sanctions for STaCs.
- Sets the stratification and the conditions of contest for the event with the appointed director in charge (DIC).
- Ensures that all clubs eligible to participate are notified by the DIC.
- Provides contact information for any questions from participating clubs.
- Provides a link to the ACBL web page for results to the webmaster.
- Receives a financial statement from the director in charge of the event.
- Reports on financial results and table counts at district board meetings.

Updated 06/2024.

### **Teacher of the Year Coordinator (ToY Coordinator)**

The ToY Coordinator manages the annual process of selecting the D16 Teacher of the Year, culminating in the announcement of the winner at the Lone Star Regional in January or February.

The ToY coordinator:

- Solicits nominations from all D16 members
- Guides each nominee through the process:
  - Communicates requirements (experience, credentials, materials)
  - Explains process and schedule
  - Assists, as needed, with nominee submissions.
- Manages the selection process and announcement
  - Compiles and distributes to the ToY Committee:

- Nominee submissions
- Evaluation criteria.
- Schedules and facilitates the ToY Committee meeting.
- Announces the winner at the Lone Star Regional
  - Arranges for winner's pin, ToY certificate, and \$100 prize
  - Announces winner
  - Publicizes the announcement.

Updated 06/2024.

### **Tournament Chair**

The tournament chair:

- Serves as the D16 appointee to the ABCL for tournament issues.
- Works closely with the tournament coordinator.
- Responds to correspondence or directs personal contacts regarding conflicts, as requested by the tournament coordinator.
- Monitors D16 tournaments for compliance with district policies and procedures.
- Acts as the D16 interface to the ACBL Venue Selection Committee for potential and selected NABC sites.
- Conveys board policy changes to units and appointed unit tournament chairs.
- Works with tournament managers, the director in charge (DIC) and the D16 Representative to the ABCL as advisor for any events held in D16, as needed.
- Performs additional duties as requested by the board or the president.

Updated 04/2020.

### **Tournament Coordinator/Sanctions Applications**

The tournament coordinator/sanctions applications:

- Reviews all sanction requests for D16 tournaments in accordance with the guidelines provided by the tournament committee.
- Confers with the tournament chair if the request is unclear or controversial.
- Approves or denies the request, explaining the reason for any denial.

Verified 06/2024.

### **Webmaster/Internet Coordinator**

The webmaster is responsible for the website design, including graphics, animation and function. Duties include developing website infrastructure and applications related to pages with more advanced graphics and features and monitoring web server and site technical performance.

The webmaster also manages the computer server and technical programming aspects using available web design aids. The webmaster links tournament flyers from the ACBL Website directly to the D16 Website.

The webmaster manages the D16 Website:

- Updates the posted unit content of the website, as needed.
- Updates masterpoints for each unit monthly.
- Updates unit and district membership totals quarterly.
- Updates and archives the English and Spanish Zoom lectures.
- Updates district personnel, appointees and other relevant information, such as the board of directors, advisory council, committee chairs and coordinators, as directed by president.
- Updates promotions, ads and results for district regional tournaments, STaC games, GNT games and NAP games.
- Updates other website content when requested.
- Posts and archives the I/N Newsletters and *Scorecard* editions.
- Keeps the I/N News, lectures, lessons and tournaments up to date, when informed.

Contact the webmaster by email: [d16-webmaster@d16acbl.org](mailto:d16-webmaster@d16acbl.org)

Updated 06/2024.

### **Zoom Administrator**

The Zoom Administrator owns, maintains and manages the license and storage for the district Zoom account. This includes:

- Maintaining profile information, such as contact information for the account and who pays account charges.
- Interfacing with the Zoom company for any issues.
- Deleting recordings as needed.

Contact the Zoom Administrator by email: [d16-Zoom.admin@d16acbl.org](mailto:d16-Zoom.admin@d16acbl.org)

Updated 06/2024.

### **Zoom Lecture Series Facilitator**

The Zoom facilitator works closely with the education coordinator and the lecture series coordinator to present the monthly English lectures. The lecture coordinator and the lecture facilitator meet with the speaker about a week before the lecture to make sure the speaker is prepared and to coordinate the speaker's needs to manage the presentation materials on Zoom.

The Zoom facilitator manages the technical aspect of the lectures. On lecture day, they start the meeting then work with the speaker to display and explain topic charts. This includes:



- Opening the session at 11:40 to the presenter and the moderator to finalize the presentation plan.
- Making the presenter and the moderator co-hosts.
- Recording the meeting in the Zoom cloud.
- Muting attendees as they enter the lecture and as needed during the lecture.
- Stopping the recording and the meeting at the conclusion of the lecture.

When Zoom makes the recording available, the facilitator sends the link for the recording and the lecture charts to the district webmaster ([d16-webmaster@d16acbl.org](mailto:d16-webmaster@d16acbl.org)), so the webmaster can post the lecture on the district website.

Contact the Zoom Facilitator by email: [d16-zoom.admin@d16acbl.org](mailto:d16-zoom.admin@d16acbl.org)

Updated 06/2024.

### **0-50 Masterpoint Game Director**

The 0-50 masterpoint game director works with the education coordinator and sends player participation data to the treasurer for reimbursement. This game is played on Bridge Base Online (BBO).

To set up the game, the director:

- Logs in to BBO no later than 3:30 p.m. each Monday and clicks on “virtual games,” then clicks “North America” to find the DBS 0-50 game. Then clicks on “director” to fully access the game.
- Sets up the game for 4:00 p.m. Central for at least twelve boards and \$5 per person (fee increases \$1 for extra-point games).
- Opens the BBO Portal to find players who need a partner.
- Clicks on “running the game” for a drop-down box with features the director may need during the game. (Do not click on destroy the game as the game will be lost.)
- Fills in vacant seats with a temporary robot.
- BBO changes the game from pending to running. If fewer than two and a half tables are signed up, BBO closes the game.

When the game begins, the director:

- Sends a welcome message to players.
- Directs the game and offers educational assistance when asked.
- Monitors dedicated email account for the 0-50 masterpoint game and answers emails as they come in.
- When a player loses their internet connection, reserves their seat with a temporary robot.
- Monitors play by chat for the need to pull trump, how to defend a NT contract, etc.
- Considers extending time during the round because of slow play. Alert a table to the remaining time if they are playing slowly.
- At the end of the game, clicks on results and leaves it on the screen for a brief period.

Updated 09/2024