

Lake County Duplicate Bridge Clubs, Inc.

510 W. Key Ave., Eustis, FL 32726 • 352.589.9589

Club Manager Job Description

1. Maintain the relationship with ACBL.
 - a. Either prepare or have the Annual and Monthly reports prepared and delivered to ACBL in a timely manner
 - b. Maintain current Club Sanction status
2. Oversee scheduling of the Directors for all the games
3. Purchase Bridge supplies
4. Oversee Director education
5. Schedule all Club Championship, charity games, team games etc..
6. Cooperate with Board Committees to promote and facilitate:
 - a. Bridge lessons at the Club (Education Committee)
 - b. Holiday Events and special games (Social Committee)
 - c. Development of the Annual Budget
7. Maintain the Club membership list and manage the collection of annual dues.
8. Oversee the Card Shuffling machine, its use and maintenance.
9. Enforce the Zero Tolerance Policy through mediating any disputes over play, rules, and procedures in concert with Ethics Committee.
10. Attend monthly Board of Directors meetings.
11. Provide payroll information to Treasurer each month.