



## Westside Duplicate Bridge Club

Position: Club Manager

Incumbent: Barb Morin

To liaise with ACBL regarding the following:-

1. Accountable to ACBL for the enforcement of ACBL rules and regulations in all sanctioned games the club conducts
2. Supervise the following activities:
  - Preparation and filing of the Monthly Financial and Masterpoint Report(s)
  - Correspondence with ACBL on club game matters
  - Application for sanction renewals and reporting any change of club managers or session changes on a form provided by ACBL
3. To broadly following the ACBL Club Manager's Handbook in supporting member activities of Westside Duplicate Bridge Club