

Northern Ireland Bridge Union Officer Bearers' Duties

President

The current President of the Northern Ireland Bridge Union is Alan Sharp.

The President is elected at an Annual General Meeting of NIBU and holds office for a term of 4 years. Alan's term of office ends in June 2013.

The President is a member of Council.

The President is actively involved in the administration of the Union. The President is a member of the Finance and Membership Committee and also a member of the Tournament Committee.

The President chairs Council meetings in the absence of the Chairman.

The President is not eligible for re-election as President or election as Chairman until after the expiry of 3 years from ceasing to hold the office of President.

The President should promote NIBU at all times.

The President or his nominated representative should attend International competitions and IBU competitions held in Northern Ireland and the NIBU autumn and spring congresses and should assist in the entertainment of visitors

Chairman

The current Chairman of the Northern Ireland Bridge Union is Ciara Burns.

The Chairman holds office for a term of 2 years. Ciara's term of office ends in June 2014.

The Chairman is a member of Council.

The Chairman is in charge of the administration of the Union. The Chairman chairs Council meetings.

In the event of a tied vote at a Council meeting the Chairman has a casting vote. It is anticipated that a casting vote should be given in such a way as to preserve the status quo.

The Chairman is a member of three of the Standing Committees - the Finance and

Membership Committee, the Laws and Ethics Committee and the Tournament Committee. Each Standing Committee meeting is chaired by the chairman of the relevant Committee.

The Chairman is not eligible for re-election as Chairman or election as President until after the expiry of 3 years from ceasing to hold the office of Chairman

The Chairman should ensure that a draft agenda for each Council meeting is approved by each Council member prior to the publication of the agenda on the NIBU website at least 72 hours before each Council meeting.

The Chairman should ensure that the agenda is adhered to and try to avoid delegates going off at a tangent

The Chairman should ensure that each Council member has adequate time to give his point of view. In general the Chairman should “hold the ring” at Council meetings.

The Council is responsible for posting minutes of Council meetings on the NIBU website and should ensure that in the absence of the Secretary a member of Council is nominated to take minutes.

The Chairman, with the Secretary’s assistance, provides overall co-ordination of the activities of NIBU.

The Chairman should encourage each Office Bearer to perform his duties properly

The Chairman should promote NIBU at all times.

The Chairman or his nominated representative should attend International competitions and IBU competitions held in Northern Ireland and the NIBU autumn and spring congresses and should assist in the entertainment of visitors

The Chairman should encourage players to participate in NIBU competitions and events.

Secretary

The current Secretary of the Northern Ireland Bridge Union is Liz Scott.

The Secretary is elected at an Annual General Meeting of NIBU and holds office for a term of 1 year. Liz's term of office ends in June 2013.

The Secretary is a member of Council.

The Secretary is an ex-officio non-voting member of the Finance and Membership Committee, the Laws and Ethics Committee and the Tournament Committee.

The Secretary or such other person as is nominated by the Secretary should take minutes of the proceedings of the Finance and Membership Committee, the Laws and Ethics Committee and the Tournament Committee.

Each meeting of Council is summoned by the Secretary.

The Secretary and the Chairman should prepare a draft agenda for each Council meeting for submission to each Council member for amendment prior to publication of the agenda on the NIBU website at least 72 hours before each Council meeting.

The Secretary should take minutes of the proceedings of each Council meeting. In the absence of the Secretary the Chairman should nominate a member of Council to take the minutes.

The Secretary should send to the secretary of each affiliated club and post on the NIBU web site within 72 hours of each Council meeting draft minutes of each Council meeting and such of the minutes of each Standing Committee considered at each Council meeting as have not been previously posted on the website.

The Secretary assists the Chairman in the administration of the Union. .

The Secretary prepares circulars and notices for distribution to members and affiliated clubs

The Secretary corresponds with the Secretaries of the Contract Bridge Association of Ireland, the Scottish Bridge Union, the English Bridge Union, the Welsh Bridge Union, Bridge Great Britain and the Irish Bridge Union and reports correspondence to the Council

The Secretary is the official recipient, on behalf of NIBU, of all communications from and the source of all communications to outside parties

The Secretary preserves the records of NIBU.

Treasurer

The current Treasurer of the Northern Ireland Bridge Union is Norma Irwin.

The Treasurer is elected at an Annual General Meeting of NIBU and holds office for a term of 1 year. Norma's term of office ends in June 2013.

The Treasurer is a member of Council.

The Treasurer is a member of the Finance and Membership Committee and the Tournament Committee.

The Treasurer reports on the finances of the Union at each Council meeting.

Extract from Appendix One of the Constitution

1 The Treasurer shall record and be responsible for the safekeeping of all the Union's assets and shall inter alia:

- 1.1 keep books and accounts showing the financial affairs of the Union
- 1.2 receive funds from and to examine the accounts of, amongst others, Tournament Directors, the Congress Organiser, the International Match Manager and any other person receiving moneys on behalf of the Union
- 1.3 receive all monies payable to the Union
- 1.4 make all payments on behalf of the Union
- 1.5 submit to each Annual General Meeting duly certified accounts and balance sheet for the preceding year
- 1.6 consult the Council if there are extraordinary items submitted for payment
- 1.7 prepare a budget for consideration by the Council

The Treasurer ensures that the Union holds adequate insurance cover.

The Treasurer collects all moneys due the Union.

Competitions Secretary

The current Competitions Secretary of the Northern Ireland Bridge Union is John Murchan.

The Competitions Secretary is elected at an Annual General Meeting of NIBU and holds office for a term of 1 year. John's term of office ends in June 2013.

The Competitions Secretary is a member of Council

The Competitions Secretary is a member of the Tournament Committee.

Extract from Appendix Three of the Constitution

- 1 The Competitions Secretary shall take all measures necessary to ensure the smooth running of all competitions (except Congresses and International Matches) and shall inter alia:
 - 1.1 liaise with the Secretary in March of each year to form the fixture list for the coming year
 - 1.2 book accommodation as early as possible with written confirmation from the venue and to inform the Secretary of the details by the end of May at the latest
 - 1.3 confirm all booking with the venue at least six weeks in advance
 - 1.4 receive entries for all competitions
 - 1.5 organise Tournament Directors for all competitions well in advance
 - 1.6 ensure that all equipment necessary for running the competition, including tables, boards, bidding boxes, stationary, computer, movements and rule books are available for the Tournament Director at the venue

The Tournament Director is responsible for collecting entry fees and paying the balance to the Treasurer together with a written account of the financial transactions and for supplying a full copy of the results, typed or printed, and all score sheets to the Competitions Secretary
 - 1.7 supply a full copy of the results to the Secretary, Treasurer and Master-Points Secretary
 - 1.8 encourage people to play and prepare publicity and circulars for the events
 - 1.9 take all entries, including fees, for all leagues and cups and to ensure that they are kept up to date and running smoothly
 - 1.10 supply the Master-Points Secretary with a full list of results for the Knock Out Cup matches and League matches which include the names of all players in the winning team for each match
 - 1.11 settle all disputes, crises etc. within the rules laid down by the Council
 - 1.12 arrange publication of the results of all competitions on the Union website
 - 1.13 keep a record of the winners of all cups and trophies and ensure that cups and trophies are returned in good time for presentation at the event

Master-Points Secretary

The current Master Points Secretary of the Northern Ireland Bridge Union is Robin Burns.

The Master Points Secretary is elected at an Annual General Meeting of NIBU and holds office for a term of 1 year. Robin's term of office ends in June 2013.

The Master Points Secretary is a member of Council

The Master Points Secretary is a member of the Tournament Committee.

Extract from Appendix Three of the Constitution

- 2 The Master Points Secretary shall administer all matters concerned with Master Points and gradings and shall
 - 2.1 calculate master point awards for all NIBU competitions.
 - 2.2 record master point awards from all sources (NIBU competitions, Simultaneous Pairs, Club competitions and other Bridge Unions, etc.)
 - 2.3 maintain up to date records of NIBU members.
 - 2.4 update and maintain the master point database presence on the NIBU website on a weekly basis
 - 2.5 circulate to Clubs in September, a list of their registered members, rankings and grades
 - 2.6 recommend players for up-grading.
 - 2.7 at the end of the season (AGM) finalise the current year database and prepare for the incoming year.
 - 2.8 prepare Promotions List and Re-gradings List each year.
 - 2.9 work out Player of the Year and Billy Kelso Trophy awards.
 - 2.10 administer all other matters concerned with Master-points and gradings.

Northern Ireland Bridge Union Officers' Duties

Vice Chairman

The Vice Chairman is appointed by Council

It is anticipated that the Vice Chairman appointed by Council will be elected by the Annual General Meeting at which the Chairman resigns.

The person nominated for appointment as Vice Chairman should be made by Council in June of the year prior to the expiration of the term of office of the Chairman. The secretary of each affiliated club should be advised at the beginning of May of the identity of the nominee of Council and requested to notify Council of any proposal of an alternative candidate 14 days before the date of the Annual General Meeting

It is anticipated that the Vice Chairman will have served as a member of Council or as an Office Bearer so that there is continuity in the governance of NIBU

Extract from the Constitution

7.10.1 The Council shall consider all recommendations for the post of Vice Chairman, President and in alternate years Vice-President of the Irish Bridge Union after having requested nominations from each affiliated club.

7.10.2 Any 3 affiliated clubs may propose an alternative candidate or candidates for the posts of Vice-Chairman or President by notice to the Secretary prior to the Annual General Meeting. Where there is more than one candidate for the posts of Vice Chairman or President an election the members of the Union shall be held at the Annual General Meeting.

International Match Manager

The current International Match Manager of the Northern Ireland Bridge Union is Brian McDowell.

The International Match Manager is appointed by Council.

The International Match Manager is a member of the Tournament Committee.

Extract from Appendix Three of the Constitution

3 The International Match Manager shall administer all matters concerned with Home

International Matches (including the NIBU / CBAI match when hosted by the Union) and shall inter alia:

- 3.1 book the venue well in advance and obtain confirmation thereof in writing
- 3.2 act as convenor of the International Match Sub-Committee and call a meeting prior to each Home match
- 3.3 arrange for all equipment and personnel necessary for the smooth running of all matches
- 3.4 arrange printing of brochures and tickets for the event
- 3.5 arrange for the reception of visiting teams at the airport (if necessary) and all aspects of their accommodation, including reserving tables for dinner and arranging drinks reception
- 3.6 prepare a welcome letter and arrange for its duplication and distribution
- 3.7 run the match
- 3.8 arrange the after match banquet and act as Master of Ceremonies at the banquet
- 3.9 present to the Treasure a full account of the financial transactions
- 3.10 prepare a report for the Council

Congress Organiser

The current Congress Organiser of the Northern Ireland Bridge Union is Anne Hassan.

The Congress Organiser is appointed by Council.

The Congress Organiser is a member of the Tournament Committee.

Extract from Appendix Three of the Constitution

4 The Congress Organiser shall organise the spring and autumn congresses and such other congresses as the Union may establish in accordance with the protocol approved by the Council

Joint Secretary of the Irish Bridge Union

The current Joint Secretary of the Irish Bridge Union is Harold Curran.

The Joint Secretary of the Irish Bridge Union is nominated by Council as the NIBU candidate for the post of Joint Secretary of the Irish Bridge Union and is elected by the IBU.

The Joint Secretary of the IBU represents NIBU in all matters concerned with IBU

The Joint Secretary of the IBU should report to Council after each IBU meeting

The Joint Secretary of the IBU organises the Egan Trophy and any other IBU events held in Northern Ireland

Council meeting agenda

The agenda for each Council meeting should include

Apologies

Approval of draft minutes of the last meeting as published on NIBU web site

Matters arising from the last minutes

The report[s] of Finance & Membership Committee as circulated with the agenda

The report[s] of Laws & Ethics Committee as circulated with the agenda

The report[s] of Tournament Committee as circulated with the agenda

The report[s] of Selection Committee as circulated with the agenda

The report of the Treasurer [as circulated with the agenda if decisions required on debatable matters]

The report of the President [as circulated with the agenda if decisions required on debatable matters]

The report of the Secretary [as circulated with the agenda if decisions required on debatable matters]

The report of the Master Points Secretary [as circulated with the agenda if decisions required on debatable matters]

other specific matters to be raised as noted by the Secretary or requested to be placed on the agenda

Confirmation of date of next meeting

Notes for Congress Organiser

The Treasurer of the NIBU is entitled to supervise and control all financial matters and these should be cleared with him/her.

The Congress Organiser is appointed by the General Purposes Committee who also appoints a Congress Committee to assist and advise him/her. The Congress organiser is the convenor of the Congress Committee. All major decisions e.g. venue, dates, entry fee return, hotel prices, room and apartment rates etc. should be cleared with the Committee.

The Treasurer is an ex-officio member of the Committee and no decisions that have financial implications should be taken without his/her agreement or in the event of a squabble a reference to the GP Committee.

Hotel

1. Book Hotel - 18 months in advance get the terms in writing.

Agree the dates with the Secretary of the NIBU and whoever is co-ordinating the diary. It can be difficult to find somewhere due to Weddings, Sunday Lunch, Saturday Night dinner dance etc.

2. You need 50 square feet minimum per table, space for 55 tables, TDs, and circulation space at the door, bar etc. say 3100 square feet.

Remember fire regulations/escapes/doors may reduce the available space.

Ensure lighting is adequate and that Bars and Toilets are close.

Players all like to be in the same room, particularly the Open Pairs, avoid segregating them off in a separate room.

3. Residential accommodation for about 90 people is required.

It is useful if there is a small room available for the TD'S and Scorer and to keep cups boards etc.

See if the hotel will give any accommodation or meals free.

4. If the hotel is too close to Belfast people will not stay. 45 miles is probably the minimum distance
5. Reserve accommodation for the TDs, Chairman, President, Congress Organiser and possibly a Scorer.
6. Ensure we are not guaranteeing to fill the hotel, or a certain number of rooms.

The best policy is to get the hotel to reserve the hotel exclusively for Bridge players until 2 months before the congress when you release the vacant rooms. Nor are we guaranteeing the use of the dining room etc.

7. Agree the rate for the players.

It is often a good idea to agree they will charge their weekend rate.

Bookings should be made with the hotel directly.

In the past there have been problems with the hotel telling Bridge callers that the Hotel is fully booked under the impression they were non Bridge players. If let to outsiders, it should not be at a rate cheaper than our people pay. It is impossible to distinguish between outsiders and Bridge players. At Limavady we had Bridge players paying 2 different rates which gave rise to problems.

8. Confirm every few months with the hotel that everything is OK.

Brochures

1. It is a good idea to have the brochure for the next congress available at the current one. It will take about one month for the printer to print the brochures.
2. You need to have approximately 100 surplus brochures to bring to the Congress so that you can spread them around all over the place. People use them to remind them of the starting times etc.
3. When the brochures are received arrange for them to be circulated to the clubs by the Secretary of NIBU.

Other Preparations

1. Check out the starting time and breaks with the hotel's meal arrangements. There is no point having a break if the hotel cannot provide meals at that time. Sunday start and break can often give rise to problems
2. Arrange the TDs 6 months in advance together with their terms. You need 2 Directors for the main events and one for the open pairs.
3. Two months before the Congress arrange for the Computer deals to be done.

You need five duplicated sets for Friday night (2 for the congress pairs and one each for the Intermediate, Junior and Open pairs) and a further 5 for the Saturday afternoon (same as Friday night).

A further set of 3 will be required for the mixed pairs.

In addition you should have 1 unduplicated sets of boards as a reserve.

If duplicated boards are to be used for the teams, ensure that sufficient sets of boards are taken up as well as the dealing machine and ensure that someone will deal and additional boards required over the weekend.

4. At the same time as people book the rooms they should be entering the Friday night events.

Entries to later events can be made at the Congress, but it is easier to run the Friday night events if you know the names of the people involved. This is primarily because the Congress Pairs are seeded to try to ensure an even spread of the better players among the sections and compass points.

5. If Junior or Intermediate players appear to be entering the Congress Pairs, confirm this is what they want. However, in practice entries are usually taken up to about 7.00pm but this can be co-ordinated with the Tournament Director.
6. Ensure there is a Notice board for results starting positions etc.
7. Discuss arrangements with the Chairman, President and hotel for their hospitality.
8. Arrange the disco at least 4 months in advance and confirm it 1 month in advance and 1 week in advance. Discjockeys tend to be unreliable. Agree the finishing time

Tables

1. Approximately 3 weeks before the Congress organise the tables, it is necessary to have approximately 55 tables but just in case something goes wrong it is safer to organise about 60.
2. Use the first tables delivered to put a column down and a row across so as to start a grid. All the chairs can then be put out in preparation for the other tables.
3. Ask the hotel to provide tablecloths and a porter to assist in setting out the tables and chairs.
4. Ensure all tables have their Club name on the bottom.
5. Give a present, wine, flowers, or chocolate to each person who brought tables.
6. Note: It doesn't matter very much if you put each clubs tables in a specific area because they will all be cleared away for the dance anyway and then set back in a jumbled up order.

Final preparations

You require the following in order to run the Congress and ensure that they available:

1. Boards - see above
2. Bidding boxes

The NIBU owns 4 sets (2 red, 1 blue and 1 green) of 12 bidding boxes = 48 + about 6 old grey ones = 54.

Since you don't need bidding boxes for the open pairs that is normally sufficient,

3. Tables see above
4. Stationery
 - a) Travelling score sheets
 - b) Curtain cards
 - c) Convention cards
 - d) Cards and a master sheet to control the Swiss teams
 - e) Sheets to add up the various scores though if you are using a computer this may not be necessary.
5. A list of Gradings.

6. The dealing machine.

At the Congress

1. Congress opening - It is the Chairman's congress and the Chairman should open the proceeding.
2. If there is any other prominent dignitary present e.g. the President of the CBAI, President of the NIBU, President of the Irish Bridge Union, they should be asked if they wish to speak but encouraged not to and merely referred to as gracing the event with their presence.
3. Players generally want to get on with the playing and not listen to speeches. Some of them also have homes to go to. The ones staying in the hotel generally don't worry.
4. The Chairman and the President entertain participants.

How, who, how many and when they invite is entirely up to them and depends upon the length of their purse, their desire for sleep and the extent to which they can put up with fools gladly.

In the past they invited players to their room or chalet at various times. Recently they have held a joint reception immediately after the Mixed Pairs.

It is best if this is in the venue where the prizes are to be presented and the disco held, as otherwise it is difficult to get people to come when required.

Free accommodation etc

1. The Chairman and the President are normally given free entry to all competitions.

Occasionally the press e.g. John Comyn is given a free entry.

Students pay half price.

The Chairman receives free accommodation the President does not.

2. The TDs receive free accommodation. The TDs are also given an allowance for food.

Free accommodation is also provided for scorers if they are playing in the events and not otherwise paid as Tournament Directors.

3. The Congress organiser is entitled to free accommodation and meals.
4. Accompanying persons do not receive free accommodation.

Money

1. The TDs should hand over the money collected to the Conference Organiser
2. The organiser should make out the prizes, which normally total 40% of the amount collected. This is split on the basis of previous years. On occasions where entries are very small e.g. Sunday evening pairs; it may be necessary to pay out slightly more.
3. The organiser should put the amounts in envelopes and label each envelope with the event, place received or reason for the prize and the name(s) of the winner(s).
4. The financial results should be recorded on the record of events (see previous years for example).
5. After the Mixed Pairs the prizes for the Congress Pairs, Intermediate Pairs, and Junior Pairs will be presented and finally the Mixed Pairs results will be announced and the prizes presented.
6. The open pairs are given to the winners without any ceremony as and when convenient. The Sunday afternoon and Sunday night open pairs winners should be given to them as quickly as possible after the events as frequently they wish to leave quickly. Give the money to the TD organising the open pairs.
7. The congress teams prizes are given out immediately after the congress teams. The congress teams prizes should be put in sealed envelopes labelled with only the names of the winners to be added.
8. Ensure on the Sunday evening that you have paid the TD's.

Closure

1. Ensure that the TD when the event is over asks everybody to put the bidding cards away in the bidding boxes.
2. After the prize giving the chairman should formally close the Conference thanking the appropriate persons and wishing everybody a speedy journey home after the Conference.
3. Immediately after the Conference ensure that you have a full record of the winners of all events and forward these to the Master Points Secretary and to the relevant press and media. Remember you need a complete record of the Swiss Teams as red points are awarded for each win
4. Rope as many people as possible into putting away;
 - a. The bidding boxes into their relevant boxes
 - b. The boards into their correct numbers and sets and into the relevant box
 - c. Put the remaining stationery away in a cardboard box

Ensure that you can get the aforementioned items back to Belfast, if necessary by arranging immediately before the closure for some people to deliver them if your own car etc. is not sufficient.

5. Ensure that any non-local tables whose clubs are not represented or have not made arrangements to return them are returned.
6. When everyone has left check the room(s) to ensure that nothing significant has been left. During the night the Night Porter will clean the room, take down the table and clear away the rubbish. Arrange for the hotel to return the local tables to the local clubs.
7. Settle up with the hotel. It is usual to give a tip(s) totalling about £30
8. Make sure all the cash now balances and do the accounts hopefully we have made a profit. .
9. Ensure that the press has received the appropriate notifications.
10. Write thank-you letters to all those who gave assistance.

Finally

Go to bed, content that you have done the best you could and remember those who were kind enough to thank you and congratulate you on the good job you did and forget those who grumbled. They will probably be back next year grumbling again!

GOOD LUCK