

Northern Ireland Bridge Union Officer Bearers' Duties

President

The current President of the Northern Ireland Bridge Union is Ian Hamilton

The President is elected at an Annual General Meeting of NIBU and holds office for a term of 4 years. Ian's term of office ends in June 2016

The President is a non-voting member of Council.

The President is actively involved in the administration of the Union. The President is a member of the Tournament Committee.

The President is not eligible for re-election as President 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 John Bergin.

The Chairman holds office for a term of 2 years. John's term of office ends in June 2016.

The Chairman is a member of and chairs Council and the Management Committee.

The Chairman is responsible for the effective operation of Council.

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 and the Secretary 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 Chairman, Secretary and Council are responsible for 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/her 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 Michael McFaul

The Secretary is elected at an Annual General Meeting of NIBU and holds office for a term of 1 year. Michael's term of office ends in June 2016.

The Secretary is a member of the Management Committee and Council.

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

The Secretary may be elected to the Selection Committee.

The Secretary or such other person as is nominated by the Secretary should take minutes of the proceedings of all committees of which s/he is a member.

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 draft minutes of each Council and Committee meeting.

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 Anne Fitzpatrick

The Treasurer is elected at an Annual General Meeting of NIBU and holds office for a term of 1 year. Anne's term of office ends in June 2016.

The Treasurer is a member of the Management Committee and Council.

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

The Treasurer ensures that the Union holds adequate insurance cover.

The Treasurer collects all moneys due the Union.

The Treasurer authorises expenditure below £100, seeks Management Committee agreement for expenditure from £100-£1000 and Council approval for expenditure exceeding £1000.

Competitions Secretary

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

The Competitions 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 2016.

The Competitions Secretary is a member of the Management Committee and Council

The Competitions Secretary acts as Chairperson of the Tournament Committee.

Through the Tournament Committee, the Competitions Secretary shall:

- Take measures to ensure the smooth running of all competitions
- Formulate the Fixture list each year for the forthcoming season
- Book accommodation for competitions and events
- Receive entries for competitions
- Organise Tournament Directors for all events
- Ensure all necessary equipment is provided at events
- Keep records of all winners of events and ensure all trophies are returned each year.

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 2016.

The Master Points Secretary is a member of the Management Committee and Council

The Master Points Secretary shall administer all matters concerned with Master Points and Gradings and shall:

- Calculate Master Points awards for all NIBU competitions and record awards from all other sources.
- Maintain the NIBU members' master point database.
- Maintain the members email database
- Recommend players for upgrading
- Prepare promotions and re-gradings lists
- Allocate Player of the Year and Billy Kelso Trophy awards

Northern Ireland Bridge Union Officers' Duties

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.

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:

- book the venue well in advance and obtain confirmation thereof in writing
- act as convenor of the International Match Sub-Committee and call a meeting prior to each Home match
- appoint a Director and Chair of Appeals and notify Bridge Great Britain of their names
- arrange for all equipment and personnel necessary for the smooth running of all matches
- set up vugraph schedule on BBO and obtain usernames and passwords
- arrange printing of brochures for the event
- arrange for the reception of visiting teams and all aspects of their accommodation
- prepare captains' folders including a welcome letter and arrange a captains' meeting to take place shortly before the start of the match
- run the match
- arrange the after match banquet and act as Master of Ceremonies at the banquet
- present to the Treasurer a full account of the financial transactions
- prepare reports for the Council and for Bridge Great Britain

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.

The Congress Organiser shall organise the spring and autumn congresses.

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