



Duty Statement – Bridge Operations Manager

The Bridge Operations Manager (BOM) undertakes a range of duties to help ensure the smooth running of the Tasmanian Bridge Association. The main duties are listed below. However, from time to time the BOM may be asked to undertake other duties.

Duties:

- Director’s matters
 - Liaison with Committee about Director issues
 - Regular meetings with Directors
 - Updated Director announcements
 - Setting and coordinating the Directors roster
- Bridge Equipment
 - Ensure adequate supplies of bridge equipment including cards, boards, bidding boxes
- Membership
 - Dealing with members queries and problems
 - Assisting members with myABF and other IT matters
- General stationery matters
 - Purchase of stationery supplies
 - Printing and photocopying of TBA specific stationery
- Publicity
 - Timely preparation and distribution of posters, notices and slide shows
 - Organisation of notice boards
- Club email
 - Monitoring, forwarding to appropriate officers and ensuring timely response
- TBA Calendar
 - Compilation of the annual calendar document
 - Putting on website
 - Printing hard copies as required
- TBA Website
 - Maintain and update the TBA website
 - Prepare and/or monitor all items going on the website
- Other duties
 - Attend TBA Committee meetings and liaise with the Committee and Executive as required
 - There may be other duties that require the input of the BOM from time to time

Desirable Qualities

- Good organisational skills
- A good knowledge of the game of bridge.
- Good knowledge of the Tasmanian Bridge Association and its operations.
- Good IT skills and an understanding of the internet and website management
- Good interpersonal and communication skills

Document information

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Responsible person	President