

Board Member Protocol

I, _____ understand that as an elected member of the ACBL Board of Directors, I have a legal and moral responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and mission of the organization, and I will act responsibly and prudently as its steward.

As part of my responsibilities as a board member:

I will represent the ACBL’s work and values to the bridge community.

I will attend the board meetings, committee meetings and special events.

I will adhere to the Board of Directors Duties and Responsibilities. If I don’t fulfill these commitments to the ACBL, I will expect the board president to contact me in order to discuss my responsibilities.

In turn, the ACBL will be responsible to me in several ways:

I will be sent, without request, trimester financial statements and updates of ACBL activities that relate to my board member and legal responsibilities.

Opportunities will be offered to me to discuss with the CEO and board president ACBL’s programs, goals, activities, and status.

The ACBL will help me perform my duties by keeping me informed about issues in bridge and bridge administration.

Board members and staff will respond in a straightforward fashion to questions that I have that I feel are necessary to carry out my fiscal, legal and moral responsibilities to the ACBL.

If the ACBL does not fulfill its commitment to me, I can call on the board president and CEO to discuss these responsibilities.

Signed _____ Signed _____

Date _____ Date _____

ACBL President Member, Board of Directors

Board of Directors' Duties and Responsibilities

Description

A district director is a three-year elected position. It is the duty of an elected director to be informed about the American Contract Bridge League's mission and purpose and to exercise independent judgment. Regular attendance at meetings of the Board of Directors is required to remain informed. Directors should take an active interest in the affairs of the ACBL. Directors are encouraged to participate in a leadership role or as an active participant on permanent, standing or special committees.

As a membership organization, the ACBL has a primary goal. That goal is to provide the best possible environment to promote the bridge-related interests of our members and to promote and sustain the game of bridge. The Board of Director's job is to act as an official district representative.

Responsibilities

Participation/Contribution in BOD & Committee Meetings

All Board members are expected to:

- Attend Board meetings and be an active participant.
- Be thoroughly familiar with the agenda and all prepared material prior to the Board meeting. This will ensure effective contribution to the discussion of all issues.
- Be willing and prepared to give the time necessary to be an active participant in the Board meeting and act as chair, co-chair, or committee member on those committees to which assigned. When scheduling meetings with Board members and staff, every effort will be made to accommodate their personal and work schedules.
- Be willing to change the way in which we conduct business and suggest changes that will make us more efficient and the ACBL a better organization. Be prepared to make difficult decisions when necessary.
- Complete action items assigned by the president

Motions

When submitting a motion, be diligent in following the BOD guidelines for motions. Include the date, your name, the effective date, cost/savings data and as much background material and detail (including the reason/rationale) as is necessary to ensure that the motion is fully understood by management and fellow board members.

committee chairs or the president are not expected to approve a motion unless it satisfies all of the above requirements. Accepting poorly worded or unsupported

motions often results in board members and management having to expend extra effort to evaluate the motion. The burden of preparing good motions should rest with the motion-maker(s).

Motions should be submitted on time for inclusion in the journal. When this isn't done, the motion-maker(s) should not request that the item be treated as an emergency/non-agenda item unless the motion is critical or time sensitive.

Evaluation and Oversight of BOD Performance

A good board needs to have a process in place to evaluate its performance in fulfilling its responsibilities. Each Board member should make it a high priority to ensure that we implement appropriate actions to assess our performance on a regular basis.

Duties

Interaction with the CEO and Management

Always be considerate of the ACBL staff, treating them with courtesy and respect at all times. Do not publicly criticize or make disparaging remarks about ACBL staff.

Report problems with employees' performance to the CEO or, when necessary, in executive session. Also bring any serious performance issues to the attention of the Chair of the CEO Review Committee, particularly if they involve the CEO or one of the managers reporting directly to the CEO.

Report problems with tournament directors' performance to the CEO.

Communication

It is necessary that Board members maintain active internet access.

Board members are representatives to their district and in general attend their district board meetings. They also communicate with unit and district officials and report to their members.

Perform other duties as required.

At the Bridge Table

When playing bridge, behave in a manner that is beyond reproach. Strictly adhere to the ACBL's zero tolerance policy. Act in a professional and ethical manner at all times.

Do not expect or accept any special treatment from the directing staff.

Skills Assessment
ACBL Board of Directors

To correctly match your interests, abilities, and experience with the tasks best suited for you, please complete this survey. Rate yourself. 5 = High, 1 = Low

Name _____ District _____ Date _____

	5	4	3	2	1
Area of Expertise					
Finance					
Budgets	<input type="checkbox"/>				
Cost Analysis	<input type="checkbox"/>				
Marketing					
Public Relations	<input type="checkbox"/>				
Member Recruitment	<input type="checkbox"/>				
Human Resources					
Hiring	<input type="checkbox"/>				
Training	<input type="checkbox"/>				
Bridge Administration					
Unit Affairs	<input type="checkbox"/>				
District Affairs	<input type="checkbox"/>				
Club Management	<input type="checkbox"/>				
Tournament Coordination	<input type="checkbox"/>				
Bridge Education					
Teacher	<input type="checkbox"/>				
Professional Player	<input type="checkbox"/>				
Administrator	<input type="checkbox"/>				
Skills / Strengths					
Crisis Management	<input type="checkbox"/>				
Adaptability/Flexibility	<input type="checkbox"/>				
Envisioning	<input type="checkbox"/>				
Team Building	<input type="checkbox"/>				
Long Range Planning	<input type="checkbox"/>				
Internet Experience	<input type="checkbox"/>				
C & E Experience					
Locally	<input type="checkbox"/>				
Sectionals	<input type="checkbox"/>				
Regionals	<input type="checkbox"/>				
Internet Experience					
Play	<input type="checkbox"/>				
Teach	<input type="checkbox"/>				

Your Preferences

Here is a list of committees. Please mark all appropriate boxes to indicate your preferences for service. (5 = High, 1 = Low) Committees are subject to change on a calendar year.

	5	4	3	2	1
ABA Coordination	<input type="checkbox"/>				
Appeals & Charges	<input type="checkbox"/>				
Audit	<input type="checkbox"/>				
Bridge	<input type="checkbox"/>				
Bylaws	<input type="checkbox"/>				
CEO Review	<input type="checkbox"/>				
Clubs	<input type="checkbox"/>				
Competition & Conventions	<input type="checkbox"/>				
Conditions of Contest	<input type="checkbox"/>				
Education	<input type="checkbox"/>				
Finance	<input type="checkbox"/>				
Governance	<input type="checkbox"/>				
International Events	<input type="checkbox"/>				
Juniors	<input type="checkbox"/>				
Marketing	<input type="checkbox"/>				
Member Service	<input type="checkbox"/>				
Minutes Review	<input type="checkbox"/>				
NABC Appeals	<input type="checkbox"/>				
NABC Tournament	<input type="checkbox"/>				
Special Events	<input type="checkbox"/>				
Tournament Regulation	<input type="checkbox"/>				

Anything else you would like to share:
