

Codification Appendix 4-A3

Board of Directors' Duties and Responsibilities

Description

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

As a membership organization, the ACBL has one 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 individual Board of Director's job is to act as an official District representative.

Responsibilities

Participation/Contribution in BOD and 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 ACBL 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 ACBL 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 Executive Director and ACBL 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 Executive Director or, when necessary, in executive session. Also bring any serious performance issues to the attention of the Chair of the Executive Director Review Committee, particularly if they involve the Executive Director or one of the managers reporting directly to the Executive Director.

Report problems with Tournament Directors' performance to the Executive Director.

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.