

Job Description
VUBC Unit 547 Director Liaison

The Ventura Club Director Liaison shall:

- Report to the Unit Board.
- Be a Ventura Club director.
- Prepare the bi-monthly director schedule / calendar for directors of Ventura Club Games.
- Maintain primary Ventura Club computer, related equipment and software for the use of the club game directors. This includes email, drop boxes, ACBL software, Bridgemate software and hardware, Dealer4 software and hardware, Operating Systems, Email and Drop Box
- Ensure that sufficient game supplies are readily available for Ventura club games.
NOTE: Rosemary Reitz is currently in charge of ordering game supplies
- Provide director training to aspiring Ventura Club directors. Director exams are now on-line but advise students on contact info on how to register.
- Maintain an up-to-date central ACBL player database. Perform monthly updates of new Unit players (ACBL members and non-members) reported by Unit directors. Apply updates as noted in monthly Unit's In-and-Out reports. NOTE: This is currently done by Bob Gruber.
- Forward monthly In-and-Out reports to Unit Board members as soon as received.
- Synchronize all Unit directors' ACBLscore databases by creating and distributing a monthly PLINFO file from the central ACBL player database. NOTE: This is currently done by Bob Gruber.
- Facilitate communication between all Unit directors on issues which may affect them such as players' behavior, new or changes in ACBL laws, rulings, movements, etc. This includes period links to the ACBL Disciplinary Action list here: [CurrentlyUnderDisciplineList.pdf \(acbl.org\)](#) and forwarding disciplinary action notices from the District to all Unit directors.
- Develop and communicate Ventura Club game director policies and procedures.
- Advise the Ventura club manager and the Unit 547 Board on possibilities for new games, new types of games, and other ways to increase membership
- Issue suspensions to directors, with the affected person having the right to appeal to the Board; suspension will then be held in abeyance until the Board discusses the issue. Notify the Board of any actions of probation or suspension of a director.

Reference Material and Electronic Source Files:

1. ACBL Handbook of Rules and Regulations
<http://web2.acbl.org/Handbook/handbook/ACBLHandbook.pdf>
2. ACBL Club Director's Handbook
<http://web2.acbl.org/documentlibrary/clubs/cdhandbook.pdf>
3. ACBL Monthly In-and-Out reports
4. ACBL Laws of Duplicate Bridge, 2017 Revised Edition
Can be purchased on-line. Up-to-date copy stored at Ventura club locations,
5. Bridge Director's Companion, 6th Edition
Can be purchased on-line. Up-to-date copy stored at Ventura club locations.
6. ACBLscore for Windows
<https://cdn.acbl.org/assets/documents/acblscore/manual.pdf>
7. Various director-related documents authored by Bob Gruber which are located either on the Unit Website or in the Club drop box.
8. ACBL Disciplinary List: www.acbl.org/conduct-and-ethics/under-discipline/