

THE VILLAGE CARD CLUB, INC.

2012 STANDING COMMITTEES

APPEALS COMMITTEE: Any player may appeal any Director ruling as to fact or law made at his table by requesting that the ruling be reviewed by an Appeals Committee. However, a Director's assessment of disciplinary penalties may not be appealed under this policy.

The VCC maintains an *Appeals Committee Standing List* of certified directors and experienced players who agree to serve on Appeals Committees. The President, with input from the Club Manager and Program Director, compiles the list and presents it to the Board of Directors for approval. It must be reviewed yearly and updated as required.

When an appeal is filed, the Game Director appoints, from the *Standing List*, a committee of three members to sit immediately after the game. Normally, the Chair should be from the list of certified directors and the two committee members from the list of experienced players.

AUDIT COMMITTEE: Audits the financial records of the club at the close of each fiscal year and submits a written report to the Board of Directors within 90 days of the close of the fiscal year. Skills needed: some familiarity with accounting or bookkeeping.

COMMUNICATIONS COMMITTEE: Prepares and publishes the VCC Newsletter and Brochure; supports the Program Director by providing promotional materials for duplicate and social games and special events; supports for the Education Manager with promotional materials supporting class offerings; interfaces with the Village Voice, KVRE and POA providing advertisements, news articles and photographs; and manages the club's participation at Village New-comer Coffees and Community Fairs.

Some of the committee members may serve also on the functional committee that they support. Skills needed: Graphic arts, writing, editing and photography.

CONDUCT & ETHICS COMMITTEE: Receives and acts upon all written complaints of unacceptable conduct or ethics by a player. Upon receipt of such an allegation, the committee hears input from the accused, the complainant and all affected parties and, if the evidence supports the allegation, determines the appropriate remedy using ACBL Disciplinary Guidelines. A decision to recommend suspension or expulsion must be referred to the Board of Directors for action.

CONSTITUTION & BYLAWS COMMITTEE: Reviews both documents each year and presents suggested amendments to (a) the Board of Directors at least one month prior to a General Membership meeting and (b) as resolutions for adoption by the membership at the General Meeting.

EDUCATION COMMITTEE: Ascertains the educational needs of the membership and develop effective marketing tools to solicit new bridge players and club members. The committee develops the educational curriculum for the club, schedules classes and markets the class offerings.

ELECTION COMMITTEE: Charged with overseeing the electoral processes, i.e.: preparing and counting ballots, conducting absentee voting and reporting results.

FACILITIES & EQUIPMENT COMMITTEE: Responsible for the physical and mechanical property of the club. Committee members provide routine preventative maintenance where appropriate; and, as problems arise or are anticipated, they make recommendations to the Board of Directors as to their resolution.

FINANCE COMMITTEE: Makes recommendations to the Board of Directors and/or the membership relating to the financial health of the club and conservation of its assets. All proposals for major acquisitions or other significant outlays should be vetted by the committee.

GAMES COMMITTEES: Mission: (1) develop the annual calendar of events; (2) provide a monthly report to the Board of game activities (sanctioned and non-sanctioned); (3) evaluate player's suggestions and design games and events to enhance member participation in, and enjoyment of the Club; and (4) develop publicity and promotional programs for all new offerings and special events.

- A. A Duplicate Games Committee consisting of members representing 1000+, 300-1000, 100-300, 50-100, 20-50 and 0-20 masterpoints.
- B. A Social Games Committee of six members representing Better Bridgers, Rubber Bridge, Swiss Marathon League, Men's, Ladies and Social Duplicate.

HISTORICAL COMMITTEE: Maintains past records and the Club Scrapbooks, gathers publicity materials and records the history, etc. of the club for the Website and Membership Booklet.

HOSPITALITY COMMITTEE: Responsible for all social activities of the Club established by the Board of Directors, including the Christmas Party, the Life Master Party, the two General Membership Meetings and all other social events endorsed by the Board.

Through its Decorations Subcommittee, it is responsible for decorating the club for appropriate holidays and for storing the decorations afterward.

The Chair, with input from the committee, is responsible for making recommendations to the Board of Directors in all areas associated with "hospitality" and suggestions for improving service to the members in this area.

LONG RANGE PLANNING COMMITTEE: Focuses on the mission, facilities and organization of the club 3-5 years in the future and makes recommendations to the Board regarding steps to be taken in order to achieve our long-range goals.

MENTORING COMMITTEE: Recruited by the Committee Chair in consultation with the Education Manager, is charged with planning and delivering an effective mentoring program designed to "grow" the bridge skills of the students.

NOMINATING COMMITTEE: Consists of 5 members reflecting the diversity of the club. Its responsibility is to prepare a list of candidates for the elected Officers and Directors as stated in Article V. The committee endeavors to present at least one candidate for each elected position.

PARTNERSHIP COMMITTEE: The primary deterrent for many players from being more active in the club is the availability of a suitable partner. The Partnership Committee must develop programs to make sure that anyone interested in playing is “paired up.” This includes making the website Partnership application more popular, maintaining a list of members available to play and players needing partners in each stratum and any other programs that will satisfy the objective. In addition, the committee must strive to secure a partner whenever an out-of-towner asks. The committee should include members from 0-20, 20-100, 100-300, 300-500 and 500+.

ROSE MEMORIAL COMMITTEE: Maintains the garden along the east wall of Casa de Carta, the Rose Memorial Plaque honoring deceased members and receives and manages the associated designated fund in conjunction with the Treasurer.

SUNSHINE COMMITTEE: Maintains contact with the members, particularly in times of loss or stress. The committee, on behalf of the club, makes contact and sends get-well cards and sympathy cards as appropriate. A Committee member focuses on 0-50, another on 50-100, another on 100-300 and a fourth on 300+.

TECHNOLOGY COMMITTEE: Supports the Club Manager and the Game Directors; the Education Manager and the Teachers; the Board of Directors and the Standing Committees with its skills and assistance regarding the selection and use of hardware and software needed for their operations.

WEBSITE COMMITTEE: Provides advice and counsel to the Webmaster in developing and maintaining an appealing website, kept current and pertinent to the needs of the members.