

BFACT Tournament Convener's Duty Statement

- Main point of contact for the event
- Develop a flyer for advertising the event
- Circulate flyer to other BFACT clubs
- For CBC, ensure it is published in the newsletter
- Ensure announcements are made by the director or convener before commencement of sessions
- Prepare overall budget for food and drink (etc.)
- Confirm with CBC that director has been booked and boards are dealt
- If using CBC wine, record details and advise CBC afterwards (Val Carmody)
- Directors hold a key to the cupboard in the top room where wine is stored
- Check if non-perishable food items exist already (BFACT secretary should have a copy)
- If enlisting support from other committee members, coordinate shopping lists etc.
- Decide on prizes, trophies etc. in advance (consult with other BFACT members)
- Convener or delegate to announce winners after the event, and present prizes (if applicable)
- Alternative: Convener to organize a BFACT representative to announce the winners.
- Convener to ensure a responsible person will open the rooms in the morning (e.g. Director)
- Convener to ensure a responsible person will lock the rooms at the end of the event.

Discussion

Next available BFACT meeting.