

Terms of Reference

New Plymouth Contract Bridge Committee

January 2025

Purpose

The purpose of the New Plymouth Contract Bridge Committee is to:

- Carry out club activities as per the club constitution
- Manage the finances, facility and chattels of the club
- Run bridge activities ie programme, tournaments and lessons
- Promote the game of bridge

Membership

- The composition of the Committee, officials and members is decided by membership vote at the yearly AGM
- Sub Committee portfolios are selected by the President

Meetings

- Held monthly or more frequent if required, at the call of the Chair
- A simple majority of the members of the Committee constitutes a quorum
- Decision making will be by consensus (agreement of most of the participants with minority objections as a result of discussion)
- The agenda is posted one week prior to the meeting along with Portfolio reports and correspondence
- Correspondence not received by the Secretary within seven days of the monthly meeting may not be considered unless urgent. It will be held over to the next meeting
- Standing items
 - Apologies
 - Correspondence
 - Finance
 - Health and Safety (incident reports)
 - Portfolio reports
 - General business

Minutes

- Minutes of each meeting are recorded by the Secretary or delegate
- Minutes are circulated to Committee members by email and to club members via the noticeboard

Reporting/Relationship

- The Committee Chairperson reports to the membership yearly at the AGM