

POSITION**TITLE****NAME****ROLES & RESPONSIBILITIES****Steering Committee Leadership Positions**

Chairman	Claudia Bernt	Administers the affairs of the Steering Committee 1) Facilitates the Steering Committee Meetings 2) Maintains the list of committee chairpersons 3) Liaison to Facilities (Clubs Director) and Fitness Staff (Fitness Director)
Secretary	Colleen Mosca	Recording Secretary for the Steering Committee 1) Records meeting minutes and presents for approval
Treasurer and Membership	Mike Mosca	Finance Controller 1) Processes banking and financial reports Membership Controller 1) Maintains membership roster 2) Processes membership applications and dues
Training Director	Mel Switzer	Directs Training Program 1) Facilitates training and mentor meetings 2) Develops and maintains training videos and materials 3) Approves Level 3 Recreational Play advancement
Competitive Play Chairperson	Duane Gomes	Directs Competitive Play Program 1) Facilitates Level 5 and Level 6 captain assignments 2) Facilitates bi-annual ranking process and reporting
Recreational Play Chairperson	Sandy Manildi	Directs Recreational Play Program 1) Facilitates Recreational Play Sub Committee 2) Maintains Recreational Play documents and reporting

Social Activities Chairperson	Marianne Crosby	Plans and directs club social events 1) Facilitates pot-luck socials, outside games and annual Christmas Party 2) Reserves meeting rooms
------------------------------------------	------------------------	------------------------------------------------------------------------------------------------------------------------------------------------

E-Mail Coordinator	Valerie Green	Processes E-mail communications 1) Maintains the e-mail address list 2) Communicates with membership 3) Forwards e-mails to specific members
-------------------------------	----------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------

Communications Chairperson	Candy Castro	Publishes Club Communications 1) writes and submits club article for The Compass and the Senior Sun News 2) maintains club hallway signs
---------------------------------------	---------------------	------------------------------------------------------------------------------------------------------------------------------------------------

Equipment Chairperson	Gregg Tinloy	Maintains club equipment 1) repairs equipment 2) re-builds equipment (with assistance)
----------------------------------	---------------------	----------------------------------------------------------------------------------------------

Webmaster	Sidne George	Maintains the club website
------------------	---------------------	----------------------------

Non-Steering Committee Leadership Positions

Club Photographer	Bob Gorts	Photographs members for Membership Roster 1) maintains current photo roster
------------------------------	------------------	--------------------------------------------------------------------------------

SubCommittee Leadership Positions

Recreational Play Sub Committee	Sandy Manidi - Chair Harriet Rogers - Mentoring Rhonda George - Orientation Candy Castro Mel Switzer Sidne George	Develop, implement and maintain the Recreational Play program
Competitive Play Sub Committee	Duane Gomes - Chair Bill Majors Gary Haight Mel Switzer Robert Forster Rhonda George	Develop, implement and maintain the Competitive Play program

**DATE ENTERED
POSITION**

PHONE #

E-MAIL

January 1, 2017	408-5948	clbernt@yahoo.com
-----------------	----------	----------------------------------------------------------

July 1, 2017	409-5255	camosca@yahoo.com
--------------	----------	----------------------------------------------------------

January 1, 2017	409-5255	moscamj@yahoo.com
-----------------	----------	----------------------------------------------------------

January 1, 2015	510-589-7658	melectrics@aol.com
-----------------	--------------	------------------------------------------------------------

June 1, 2017	925 200-3182	betterhomes777@yahoo.com
--------------	--------------	------------------------------------------------------------------------

January 1, 2017	434-1531	manildi_s@yahoo.com
-----------------	----------	--------------------------------------------------------------

January 1, 2015	543-6303	cabwinelady@gmail.com
-----------------	----------	------------------------------------------------------------------

January 1, 2016	253-3310	valeriegreenre@gmail.com
-----------------	----------	------------------------------------------------------------------------

January 1, 2017	510 468-2918	csc0413@sbglobal.net
-----------------	--------------	----------------------------------------------------------------

July 12, 2016	409-2251	tinloy@yahoo.com
---------------	----------	--------------------------------------------------------

December 1, 2015	203-2125	sclarkgeorge@gmail.com
------------------	----------	--------------------------------------------------------------------