

Club Noticeboard

A club noticeboard is essential for keeping members informed, especially those who do not have access to the Internet. If a club is fortunate enough to have its own premises, this is no problem. If not, then you may be able to obtain permission from the owners of the premises to put up a permanent noticeboard; otherwise one solution is to have a portable noticeboard which can easily be put up at the beginning of the evening and taken down and stowed away at the end of the evening. Various types of noticeboards and display partitions are available from office suppliers. Failing that, a simple solution is to keep a couple of files or ring binders with the important notices in and leave them out on a table for inspection during the club's duplicate.

The obvious and important things to put on the notice board are:

- Results
- Club calendar
- Notices of special events
- A copy of the club's insurance policy
- Any safety or other notices regarding the premises and their use

Other items you might wish to add:

- Best Behaviour @ Bridge notice
- Club ladder
- TD rota
- Scorer rota
- Host rota
- Club etiquette
- Club honours board(s)
- List of Committee Members
- Copies of minutes of meetings

It is generally a good idea to have one or two people with specific responsibility for keeping the noticeboard tidy and up-to-date, otherwise it may tend to get out of hand.