

## **Guideline for the BRIDGE CLUB Coordinator**

BCIO is inviting experienced BC members to work with the BCIO Management as BRIDGE CLUB Coordinators. Responsibility of BC Coordinator is to help BCIO management, maintaining information and communication flows between BCIO management and BC.

If you are a highly motivated person and are interested to become BRIDGE CLUB Coordinator, please read through the following information and send us the necessary information before the due date.

### **BC Coordinator Term and Inauguration**

1. The BRIDGE CLUB Coordinators will be inaugurated by BCIO.
2. The official term for BRIDGE CLUB Coordinators is around 2~3 years, from their inauguration on BRIDGE CLUB Presidents Meeting, until the inauguration of the new Coordinators on the following BC Presidents Meeting.

### **Job Description**

Each BC Coordinator will lead a BC Work Group. All 40 BRIDGE CLUBs are grouped into 5 BC Work Groups. Each BC work group consist of about 8 BRIDGE CLUBs. The country members of BC Work Group are shuffled every 2 years.

- a. Make contact and maintain communication/interaction within the BC Work Group.
- b. Confirm the Presidents in their Work Group, whether information/announcement from BCIO is received and understood.
- c. Motivate, encourage, and make sure the BRIDGE CLUB do the Action Plan within due date.
- d. Suggest solution, if possible, for problem faced by BRIDGE CLUB.
- e. Organize online meeting within the Work Group every month.
- f. Report any progress and result to BCIO Management.

**Number of BRIDGE CLUB Coordinators:** 5

### **Eligible to apply for BRIDGE CLUB Coordinator**

Must have been a Former BCIO Head Office Member or a Former/Current BC President

**Application:** Please download application form here

**Application deadline:** **November 15, 18:00 JST**

**How to apply:** Send all the required documents by emailto: [office@bcio.org](mailto:office@bcio.org)

**Selection method:** BCIO Head Office selects and determines the finalists with the APCC secretariat. The BCIO Head Office will announce the selection result by the end of December 2017.