

Chapter Three

Board of Directors

The responsibility of compliance with USBC, federal, state and local laws rests on the Board of Directors. The Association Manager is responsible for seeing that requirements are met; but he/she answers to the Board.

The Board of Directors is to be aware of management responsibilities, such as, but not limited to:

1. Maintaining compliance with chartering requirements.
2. Submission of appropriate tax forms, on time, to the appropriate body.
 - a. 990, 990-EZ or 990-N
 - b. 990-T
 - c. Payroll taxes
 - d. Withholding taxes/Classification
 - e. Form W-2
 - f. Form SS-4
3. Conducting tournaments
4. Reporting to the membership/delegation
5. Conducting Association/Board Meetings

Note: If the association provides services to USBC youth, no alcohol or tobacco may be present at meetings that involve the youth. When the meeting is conducted with a corresponding event, i.e. banquet; the no alcohol, no tobacco requirement is only pertinent to the meeting portion of the event. The bar, if possible, should be outside the room where the event is held and if not, closed during the event.

6. Awareness of bonding, burglary and hold-up insurance from USBC
7. Considering the need for liability insurance
8. Developing a policy for authorizing non-board positions
9. Maintaining proprietor relationships
10. Developing an Association Representative Program
11. Developing a Recruitment/Education Program
12. Supporting the Registered Volunteer Program (merged and youth associations)
13. Complying with the Americans with Disabilities Act

Though not a requirement, it is a sound business practice to have a budget, an operations manual and a business/strategic plan.

Additional information may be found on the Association page of BOWL.com under Forms and Manuals:

- Alcohol and Tobacco Restrictions/Youth
- Americans with Disabilities Act
- Association Manager - Selecting/Appointing, includes sample job description and application



- Association Manager – Evaluating, includes sample performance review
- Awards, Local
- Awards, National
- Board - Makeup
- Board - Obligations and Duties
- Confidentiality Policy and Agreement
- Conflict of Interest, sample included
- Marketing the USBC Brand
- Office Help – Authorizing Other Non-board Positions
- Officers
- Problem Solving
- Programs and Services for USBC
- Proprietor Relations
- Registered Volunteer Program
- Tournament
- USBC Ambassador Program
- Volunteer/Membership Recruitment/Retention Plan