

Chapter Four

Association Manager

All associations must have an association manager who is responsible for the day-to-day management of the organization and compliance with the USBC Bylaws, *National Supplement* and *USBC Association Policy Manual*.

The position serves as secretary-treasurer, is ex officio and, unless duly elected as a director, does not vote. There is no term limit for the association manager. This position cannot be changed to provide for a secretary, treasurer, secretary/treasurer or executive director and cannot serve concurrently as an officer.

It is the local association's responsibility to process USBC awards for its members. This includes those awards earned in a certified state tournament.

The association manager may or may not be paid. Regardless, the individual is considered an employee of the association and is accountable to the board and USBC Headquarters.

This individual, who must be a minimum of 18 years of age, should have knowledge of bowling; management, office, and organizational skills; and basic computer skills. Other skills should include knowledge of parliamentary procedure, marketing and public relations experience, and any other skill required by the board. The board selects and, if necessary, dismisses the association manager. For information regarding selecting and evaluating an association manager, the information may be found on the Association page of BOWL.com under Forms and Manuals

The association manager, with board approval, may have authority to select other individuals to assist in fulfilling his/her duties such as an office assistant, etc. Association managers opting to do so are still responsible for seeing that all responsibilities are carried out. Assistants may receive compensation, with board approval.

The association manager supervises and evaluates all staff and files performance review reports to the board. Additionally, the association manager appoints, manages and evaluates all volunteers and files written reports, as directed by the board.

Day-to-day management of the association includes a wide variety of responsibilities, each of which are listed in the *USBC Association Policy Manual* and the *Association Guidelines* on the Association page of BOWL.com under Forms and Manuals.

The association manager is expected to see to it that each of these responsibilities is carried out.

To assist the association manager in this role, additional information may be found on the Association page of BOWL.com under Forms and Manuals:

- Averages



- Awards, Local
- Awards, National
- Board-Authorizing Other Non-board Positions
- Budgets
- Certification/Lane Inspection
- Communications Plan, Development and Implementing
- Financial
- Marketing the USBC Brand
- Membership Lists
- Operations Manual
- Ordering Supplies
- Problem Solving
- Proprietor Relations
- Registered Volunteer Program
- Strategic Plan, Development and Implementing
- Tax Requirements
- Tournaments
- WinLABS/Processing On-line