
Association Manager - Selecting/Appointing

The association board is responsible for selecting/appointing the association manager. Because most states have "at-will" employment laws, the association manager would hold the position until he/she resigns or is dismissed. If the association manager is working under a contract, which is NOT recommended, the contract should be written by an attorney

Regardless, the association manager is not elected to a term of "x" number of years.

The association manager has voice only at board meetings, does not count towards the quorum and cannot make or second motions, unless he/she is also elected as a director. He/she may be excused from board meetings based on the issue/discussion at hand. He/she has voice and vote at membership meetings, if a current member of the association.

The board may wish to consider a search committee to help in identifying potential candidates. A search committee could be selected by the board to review resumes/applications, interview candidates, and make recommendations back to the board. This concept allows for more questions and various insights into the person's skills and talents. In the event a search committee is utilized, it is still the board that makes the ultimate decision to select/appoint the association manager.

To assist the association in the process of selecting/appointing an association manager, a sample job description and job application are included as separate documents within the ARC (Association Resource Center) on BOWL.com.

In selecting an association manager, there will ideally be a pool of applicants to select from. To encourage a number of applicants, consider the following methods of recruiting for the position:

- Word of mouth (i.e. – discussions with board members, friends).
- Web sites and Internet posting services.
- Social Media outlets.
- Posters in centers and other businesses – particularly those with bowling leagues.
- Discussions with league officers and proprietors.
- Networking with nearby associations.
- Newspaper ads. (Due to the expense local newspapers may not be cost effective.)

As outlined in federal and state laws, those conducting the interviews may not discriminate in the questions they ask. For example, questions of the following nature should not be asked:

- Are you married?
- What does your husband/wife do?
- How many children do you have living at home?
- Where were you born?
- What is your maiden name?
- What is your date of birth? (It is permissible to ask if someone is 18 or older to determine if the person is of legal age for employment.)
- Do you own a car? (It is permissible to ask if someone has reliable transportation.)

During the interview, remember to inform the candidate(s) of his/her duties as outlined in the USBC bylaws, the *USBC Association Policy Manual* and any specific requirements determined by the association board of directors. It should also be pointed out that this

position is not a standard 9:00am to 5:00pm position and does include evenings and weekends.

Throughout the process, the board should keep the perspective that the association deserves a highly skilled and participative association manager. To help ensure this, a candidate's employment history should be verified, and references should be obtained and checked. The candidate should be informed references and employment history will be verified. If a candidate states you are not able to contact a specific employer for references, then you are not permitted to do so.

When selecting/appointing an association manager, compensation and benefits should also be considered, as well as any other administrative requirements of the position. One of the most important considerations when determining compensation for an association manager is the value of the job. When determining a fair salary, the board should consider the following:

- The financial resources the association has available.
- Compensating based on skill and ability.
- Providing an adequate compensation plan.
- Basing a salary increase on regular review and performance.

Also remember that the association manager must always also be a current USBC Registered Volunteer during their employment.

Please review the following documents to assist in your search for an Association Manager, both of which can be found on the ARC (Association Resource Center) under the heading of Board & Committees.

[SAMPLE Association Employment Application](#)
[SAMPLE Association Manager Job Description](#)