



COMMITTEE INFORMATION

The responsibilities/tasks of the Board are accomplished by an effective and efficient system of committees that have a clearly defined purpose, expectations, and limitations. A committee is a body of persons appointed to consider, investigate, take action on, or report on some matter or subject.

- Committee Information includes:
 - Committee Reports
 - Committee Types (Standing & Optional)
 - Removal from a Committee

Reports

All committees should give regular reports of their activities to the board; a progress report during committee tasks and a final report upon completion of said task. A committee report should provide the following:

- Date & name of committee
- Name of committee chair
- Names of committee members
- Objective of the committee
- Summary of recent accomplishments and current activities
- List of activities in progress and upcoming events
- Financial impact
- Recommendations to the board

Once developed, the committee report must be adopted by a majority of the committee members. The written report is then submitted to the association board. It is also customary for committees to present reports at the association's annual meeting. These reports outline the committee's accomplishments from the previous year, as well as its future tasks and should follow a similar format to that listed above.

Whether a committee report is presented verbally to the board generally depends on whether a copy of the report was included with the board meeting notice. Written reports should be submitted to the board at least 3 days prior to the meeting for inclusion with the notice. If the written report is not submitted with the meeting notice, the chair of the committee distributes the report at the meeting and verbally presents a summation of the report. The board is then asked to accept the report. The board may choose not to have a committee report presented verbally if it is included with the meeting notice, as it is assumed it has been read.

Types

Committees are classified into two different groups – standing (mandatory) committees and optional (suggested) committees.

Each committee has a chairperson and recording secretary. The association president appoints all committees and the committee chairperson, with board approval. (The president may allow committees to choose their own chairperson from within the appointed group, if they desire. However, the appointment of the chairperson must still be approved by the board.) The chair is responsible for scheduling committee meetings and making sure reports are given at board and membership/delegate meetings. The recording secretary takes the meeting minutes.

Members of committees do not have to be USBC members or members of the board. For example, an association may find it beneficial to include a certified public accountant on the finance committee or a parent on the youth committee, despite the individual not being a member of the association. However, if they are not a board member, the committee member would not have a vote on decisions, just voice.

Committees also have quorum requirements. The quorum for a committee is a simple majority (one more than half) of the committee members.



Standing Committees (Mandatory)

According to *Robert's Rules of Order, Newly Revised*, a standing committee are those committees that an organization uses on a continual basis. They are usually set forth in the organization's bylaws or in its operations manual.

The standing committees for USBC associations are:

- Finance
- Youth

Finance

The purpose of the Finance Committee is to assist with the association's finances and audit(s), by providing financial oversight for the association. This committee is responsible for reviewing and monitoring the annual budget, and other financial matters.

Youth

The Youth Committee is a standing committee designed to monitor the programs and services provided to youth members. The Youth Committee's responsibilities are defined in the *USBC Bylaws* and *USBC Association Policy Manual*. Should the board give additional responsibilities to the Youth Committee, they would be defined in the association's operations manual, if applicable.

As a reminder, committees are not decision-making groups. They are primarily work groups who form plans and present them to the board of directors for approval.

Optional Committees

USBC recommends associations consider the following committees and their suggested roles:

- Audit – responsible for periodic audits and/or annual audit by an outside provider. (If a separate audit committee is desired. Many associations leave the audit under the Finance Committee.)
- Awards – responsible for local awards programs.
- Education/Training – responsible for training board members, league secretaries, etc.
- Fundraising – responsible for fundraising activities of the association.
- Hall of Fame – responsible for creation/operation of a local Hall of Fame.
- Membership – responsible for working with bowling centers and other businesses/organizations to help increase membership.
- Nominating – responsible for recruiting/selecting nominees for board and delegate positions.
- Public Relations/Marketing – responsible for distributing information regarding bowling and association events to the general public.
- Scholarship – responsible for creating and administering scholarship programs for youth bowlers.
- Strategic Planning – responsible for short- and long-term planning to meet the needs of the association and its members.
- Tournament – responsible for preparation and operation of association sponsored tournaments.

The president appoints the chair for all committees. The recording secretary of each committee is chosen by the committee members.

At times, the association may have the need for certain special committees. According to *Robert's Rules of Order, Newly Revised*, a special committee is appointed for a specific purpose and continues to exist until its task is complete, unless discharged sooner. An example would be a committee organized to develop an association logo. Once the logo is completed and approved by USBC Headquarters, the committee would be dissolved.

Removal from Office

The president has the authority to remove members from committees.