



## **BOARD MAKEUP**

The USBC Board of Directors consists of a diverse group of up to 20 people from a cross section of the sport. They include board members elected by the delegates, athletes, youth committee representatives and proprietors. Together, these people set the strategic direction for the future of the organization. Board members must be USBC members and be at least 18 years old. Former USBC employees are not eligible to serve as board members. This includes those seeking nomination or appointment to USBC board.

## **TERM**

- Three-year term
- Three (3) terms maximum

## **TIME COMMITMENTS**

- Board meetings
  - At least three each year, two to three weekend days each
  - Convention week, one week in the spring
- Committees
  - May be assigned to one or more committees
  - Meetings are on weekends or conference call
  - Number of times per year varies depending on committee

## **BOARD MEMBER JOB DESCRIPTION**

**Position Title:** USBC Board Member

**Position Summary:** The United States Bowling Congress (USBC) is a corporation, an amateur organization for our membership and the National Governing Body for the Sport of Bowling in the United States. USBC Board members oversee the organization to ensure we have standardized rules, regulations and benefits to make bowling fair and fun for everyone.

All USBC Board members must have a general understanding of the structure and function of a non-profit corporation. USBC Board members are primarily responsible for maintaining a full situational awareness of the health of the organization, including creation and oversight of the strategic plan, financial assessment and adherence to the mission statement.

**Reports to:** USBC President and USBC Board of Directors

**Supervises:** Indirectly supervises the USBC Executive Director



## **DUTIES AND RESPONSIBILITIES**

The duties and responsibilities include, but are not limited to the following:

- Discharge duties as outlined in the USBC National Bylaws (Article IV, Section E), and as assigned by the USBC President, USBC Board and/or a USBC Committee.
- Understands the legal environment in which USBC operates as a corporate entity.
- Be familiar with the governance and internal staffing structure of USBC.
- Be prepared to adapt.
- Read material provided (ex: agenda and financials) and be prepared to engage in subsequent discussion
- Ask questions and/or seek additional information.
- Attend USBC Board meetings.
- Attend USBC Convention and Annual Meeting.
- Be available for Board conference calls.
- Comply and adhere to USBC Rules and Regulations.
- Possess working knowledge of USBC Bylaws, Rules, and other applicable policies.
- Become knowledgeable concerning the duties of Directors as set forth in the ABA Guidebook for Directors of Nonprofit Corporations, Second Edition.
- Exercise independent judgment in making decisions that serve the best interests of the corporation.
- Support USBC Board/Committee decisions independent of personal motivations.
- Sign and adhere to USBC's confidentiality agreement.
- Sign and adhere to USBC's conflict of interest agreement.
- Be available for USBC Committees or Task Force assignments: in-person meetings and/or conference calls.
- Actively engage in regular communication with the Committee Chair and Staff Liaison.

## **QUALIFICATIONS**

- Willingness to serve and represent the best interest of the organization.
- Have a general understanding of finances.
- Have a general understanding of a nonprofit organization.
- Excellent verbal and written communication skills.
- Strong organizational, multi-task management, analytical and problem-solving skills.
- Ability to adapt and remain open-minded when faced with challenges.
- Diplomacy and ability to be effective in stressful situations.
- Experience working in a team environment.
- Successful completion of USBC's Registered Volunteer Program. Screening is at USBC's cost.
- General knowledge of Parliamentary Procedure.
- Have access to an email account and the ability to respond promptly when necessary.
- Ability to travel.

All applicants must hold a current USBC membership.