

ASSOCIATION MANAGER - ADMINISTRATIVE

The Administrative Association Manager will be responsible for the day-to-day operations of the Iowa State USBC. They will be responsible for all duties as prescribed by the USBC Association Policy Manual, the Iowa State USBC Board of Directors, and the Iowa State Operations Manual.

The Administrative Association Manager will be hired by the Iowa State USBC Board of Directors and shall meet all requirements as established by the USBC Association Policy Manual as well as the Iowa State USBC Operations Manual.

The duties and responsibilities of the position will be provided to all applicants prior to the interview process in order that they have knowledge of the expectations of the position, and any duties as assigned.

A job performance review will be done quarterly by the Officers of the Iowa State USBC. The criteria used for the review will be provided to the Administrative Association Manager upon their acceptance of the position. The criteria used for the review can be amended by the Officers of the Iowa State USBC at any time.

Upon completion of the quarterly reviews, the Officers will report to the Board of Directors the evaluation results and make any recommendations. The Board of Directors shall have the responsibility to extend, make additional recommendations, or terminate the employment.

1. Selected/appointed by and accountable to the Board and USBC.
2. Acts as the ex-officio, non-voting secretary/treasurer of the Board or such other officer designation as required by law and determined by the Board.
3. Has voice only, does not count towards the quorum and cannot make or second motions at Board meetings. He/she may be excused from Board meetings based on the issue/discussion at hand.
4. Has voice and vote at membership meetings.
5. Responsible for other duties as prescribed by the Board and in the USBC Association Policy Manual.

ASSOCIATION MANAGER – ADMINISTRATIVE – ELIGIBILITY

6. Must be a minimum age of 18, unless state laws mandate a specific age.
7. Must be USBC bondable.
8. Must be a member of the Association.
9. Is not eligible to serve concurrently as an officer of the Association.
10. Is not eligible to serve concurrently as a director of the Association.

ASSOCIATION MANAGER – ADMINISTRATIVE – AUTHORITY AND DUTIES

11. Reporting.

- (A) To USBC Headquarters, as required.
- (B) To the Board, delegates, and members at every meeting.
- (C) A written financial report at every Board and membership meeting.
- (D) A written year-end audit shall be given to the Iowa State Board of Directors and local associations no later than thirty (30) days after receiving the report from the auditing firm.

12. Communication.

- (A) The following should be communicated by August 1:
 - (1) A WELCOME BACK communication to all Board of Directors, association presidents, association managers, proprietors, and bowling centers served by the Iowa State USBC.
 - (2) The current names, addresses (home and email) and cell phone numbers of the Iowa State USBC Officer, Directors, Tournament Director/s, and Youth Coordinator.
 - (3) A calendar of events listing important dates for the upcoming season as well as providing information regarding dates, deadlines, application forms and requirements to the Iowa State USBC Board of Directors, association presidents, association managers, proprietors, and bowling centers.
 - (4) This communication should include forms related to Hall of Fame, Nomination, Tournaments, and Scholarships.
- (B) Within fifteen (15) days:
 - (1) Send minutes to Officer, Directors, Youth Coordinator, and Tournament Director/s.
 - (2) Provide written/email notice to ALL Iowa State USBC meetings fifteen (15) days in advance of the meeting date.
- (C) Correspondence:
 - (1) Has charge of all correspondence directed to and from the Iowa State USBC office (written, email, text, phone messages and/or social media).
 - (2) All communications requiring a response should be completed in a timely fashion and should be done in a friendly, but business-like manner.

(D) Financial. Comply with the established bookkeeping procedures and accounting of assets and disbursements, as approved by the Board, which must include:

- (1) Receive and issue a receipt for all funds paid to the association within ten (10) days.
- (2) Deposit association funds in the association's account, in a financial institution which must be federally insured or its equivalent, within seven (7) days of receipt. Non-Board members are not bonded through USBC. During busy times, such as tournament entry, daily deposits should be made.
- (3) Ensure all withdrawals have two signatures. (Two members of an immediate family cannot cosign for withdrawals.)
- (4) Provide the President and Finance & Budget Chairperson with all records for monthly verifications.
- (5) Ensure all required financial reports are filed. (IRS, payroll taxes, state taxes, etc. Refer to Section D of this chapter.)
- (6) Provide all documentation for the examination of the organization's financial documents as required and in a timely manner.
- (7) He/she is accountable to maintain the operating costs within the approved budget. If additional funds are needed, he/she must make the request per the Board's approved policy.
- (8) Establish a procedure for retention of records that must include the financial records, to be approved by the Board.
- (9) Provide a report of financial transactions as requested by the Board or USBC Headquarters.
- (10) Pay all bills authorized by the Board.
- (11) Comply with the established bookkeeping procedures and accounting of assets and disbursements, as approved by the Board.
- (12) Receive and issue a receipt for all funds paid to the association within ten (10) days or as required.

(E) Other Duties and Responsibilities to be Done within Seven (7) Days.

- (1) Handle association correspondence, including distributing information to and from USBC Headquarters to the respective Board, proprietors and members.
- (2) Ensure Board members have a current copy of the association's bylaws.
- (3) Distribute meeting notifications, as designated in the bylaws.

- (4) Maintain the association's operations manual, if applicable.
- (5) Receive, compile and file committee reports.
- (6) Record and maintain meeting minutes.
- (7) Assist President with set up of Annual Meeting.
- (8) The Association Manager will be responsible to supervise all tournaments operated by the Iowa State USBC.
- (9) He/She will maintain for at least one year, a prize list with the name and score of each prize winner, the prize issued and a financial statement listing all prize receipt disbursements for each tournament conducted. Tournament managers will submit all required reports to the Association Manager.
- (10) Order association supplies.
- (11) Submit the association's delegates/alternates credentials to USBC.
- (12) Transmit all Board member information to USBC Headquarters within twenty (20) days of election in order to maintain the accuracy of the information.
- (13) Perform other duties as prescribed by the Board, the USBC Bylaws, *USBC Association Policy Manual*, and the association's operations manual, as applicable.

PERFORMANCE REVIEWS

1. The Association Manager reports and is accountable to the Board and USBC Headquarters.
2. Federal and state laws on employment must be taken into consideration.
3. The Board should, at a minimum, review the Association Manager's performance annually.
4. Documentation of performance items (both good and bad) should start from the day of the Association Manager's hiring/appointment.

HALL OF FAME MANAGER (LIASON)

Conduct/oversee the committee designated to do the Hall of Fame guidelines and the committee for selection. Will do all the work of notifications, ordering of awards, preparation for the Hall of Fame banquet including sales of tickets. Reports to the Association Manager regarding all aspects, selection, purchases and finances.