

JOB DESCRIPTION FOR ASSOCIATION MANAGER

Position Summary: Association Manager is responsible for overseeing the operations of the association, providing administrative support and the coordination of services necessary to comply with USBC Performance Standards.

Supervised by: Reports to and is hired by the Association President/Board.

All Positions will be reviewed on an annual basis and every third year for re-appointment.

The years will be staggered for review starting with the Association Assistant Manager-Awards after the 1st year, then the Association Assistant Manager-Certification after the 2nd year and on the third year the Association Manager.

Responsibilities:

1. Maintain contact with the centers.
2. Maintain contact with the bowlers
3. Maintain the association checkbook.
4. Financial responsibilities
 - a. Manage income and expenses for the association.
 - b. Assist with the annual audit.
5. Maintain records
6. Attend Meetings,
 - a. Board Meeting
 1. Prepare an agenda for meetings.
 2. Set up a place to hold meeting.
 3. Send out notification of meeting.
 4. Take minutes at meeting.
 - b. State Meeting
 - c. Jamboree
 - d. The Manager or one Assistant Manager must attend the national meeting.
7. Publications (Average Manuel, Tournament Book etc.)
8. Oversees the operations of all tournaments.
9. Oversees the duties of the Assistant Certification and Awards Managers.
10. Provide information for payroll and taxes to outside source to be completed.
11. Any other responsibilities listed in the USBC Policy Manual
12. Oversees the Lane Certification Committee to verify lanes are certified.

Qualifications: The Association Manager should be bondable, have knowledge of bowling, computer skills, and a working knowledge of the bowling computer software WinLabs. WinLabs training will be provided if necessary. Management, office and organizational skills, a flexible work schedule and strong communication skills are desired. Attend required meetings at local and state levels and attend the USBC annual convention/meeting.

JOB DESCRIPTION FOR **ASSOCIATION ASSISTANT MANAGER- CERTIFICATION**

Position Summary: The Association Assistant Manager-Certification will oversee the processing of all of the certifications for each league. They will process the awards and provide the pick ticket for the awards to the Association Assistant Manager-Awards.

Supervised by: Reports to the Association Manager and is hired by the Association President/Board.

All Positions will be reviewed on an annual basis and every third year for re-appointment.

Responsibilities:

1. Processes league and member certification.
2. Process awards and provide a list to the Association Assistant Manager-Awards.
3. Verify averages.
4. Verify certification at tournament time
5. Assist with the operation of the tournament.
6. Prepare and hold a secretary workshop
7. Attend all meetings, same as the Association Manager.
8. Provide averages and information to the Association Manager for the Average Manual
9. Assist the Association Assistant Manager-Awards.
10. Maintain contact with the Bowling Centers and bowlers.

Qualifications: The Assistant Manager-Certification should be bondable, have knowledge of bowling, computer skills, and a working knowledge of the bowling computer software WinLabs. WinLabs training will be provided if necessary. Office, organizational skills, a flexible work schedule and strong communication skills are desired.

JOB DESCRIPTION FOR **ASSOCIATION ASSISTANT MANAGER- AWARDS**

Position Summary: The Association Assistant Manager-Awards is responsible for awards distribution. They will receive the information for league awards from the Association Assistant Manager-Certification and process the awards. They will be responsible for both the local and USBC Awards.

Supervised by: Reports to the Association Manager and is hired by the Association President/Board

All Positions will be reviewed every third year for re-appointment.

Responsibilities:

1. From the pick list provided by the Association Assistant Manager-Certification, compile awards.
2. See that all of the league awards are distributed in a timely manner.
3. Oversee all awards that are given by the association.
4. Assist with all tournaments and verifies that awards are given in a timely manner.
5. Assist with the ordering of all awards, both local and national.
6. Assist the Association Assistant Manager-Certification.
7. Help process certification at the beginning of the season.

Qualifications: The Association Assistant Manager-Awards should be bondable, have knowledge of bowling; computer skills, and working knowledge of the bowling computer software WinLabs. WinLabs training will be provided if necessary. Office, organizational skills, a flexible work schedule and strong communication skills are desired.