



**CHAPTER 3 – OFFICERS - AUTHORITY AND DUTIES**

**I. President**

- A. The duties and responsibilities of the President, in addition to those outlined in the USBC State Bylaws, shall be as follows:
  - 1. Sit on all committees as an ex-officio member.
  - 2. Make appointments to committees as specified in the bylaws or any special committee the President shall deem needed to execute the programs of the Association.
  - 3. Manage affairs of the Association by overseeing work of all officers and committees. To accomplish this, the President shall receive copies of all pertinent correspondence and reports.
  - 4. Maintain files of the correspondence, not only for personal use, but to create and make available for his/her successor, material that will provide for continuity in the affairs of the Association.
  - 5. Call any special meetings, which the President shall deem necessary to carry out the program of the Association, or which the President is directed to convene as provided for in the Bylaws.
  - 6. Formulate with the Association Manager agendas for all meetings of the Association. They shall be prepared and distributed not less than (15) fifteen days prior to the meeting.
  - 7. For each of the Association Tournaments, the President shall appoint a Tournament Director.
  - 8. For each of the Association District Tournaments, the President shall appoint a District Tournament Director, where needed.

**II. Vice-President**

- A. The duties and responsibilities of the Vice-President, in addition to those outlined in the USBC State Bylaws, shall be as follows:
  - 1. Serve and chair such committees as the President may designate.
  - 2. Receive copies of pertinent correspondence and reports, and maintain a file of the same.

**III. Association Manager- Non Financial**

- A. The Non Financial duties and responsibilities of the Association Manager, in addition to those outlined in the USBC State Bylaws, shall be as follows:
  - 1. Assist the President in managing the affairs of the Association. This aid shall include, but not limited to the development of agendas for all meetings and the receipt of copies of all correspondence and reports to be maintained in a complete and current file for the use of the President and other officers.
  - 2. Prepare and distribute copies of meeting agendas to officers, directors and Representatives.
  - 3. Serve as the recording, corresponding and general operating officer of the Association.
  - 4. Receive and process all bids for future tournament(s) sites and forward copies of these bids to the President and Tournament(s) Director.



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5. Arrange for a meeting between hotel management, center management, representatives of the host area and the President and/or himself/herself for the purpose of meeting all the requirements and making necessary arrangements for the tournament(s).
6. Secure all plaques and awards related to Association activity unless otherwise specified per tournament rules and policy or as stated in this Manual.
7. Receive proposals to amend, change or repeal any portion of this Manual and forward copies of such proposals to the appropriate committee.
8. Contact local Association secretaries and do whatever is necessary to obtain the names and addresses of Representatives and alternates to the annual meeting.
9. Attend as many Association committee meetings as possible.
10. Receive and process all State membership reports and fees from USBC and keep files of same.
11. Adhere to the chronological work schedule set forth for the Association Manager in this Manual.

**IV. Association Manager – Financial Responsibilities**

- A. The Financial duties and responsibilities of the Association Manager, in addition to those outlined in the USBC State Bylaws, shall be as follows:
  1. Invest funds of the Association promptly to realize the maximum income, following approval of the board and/or President.
  2. Restrict payment to those items and amounts included in the budget unless otherwise authorized by the President.
  3. Receive entry fees from all Association tournaments from the tournament director, and report to the President if such funds are not received in accordance with rules in this Manual.
  4. Prepare and file reports and returns as required by federal and state laws.
  5. Arrange for an annual audit of his/her account(s) by August 30 so that such committee can make an annual report to the Board.
  6. Arrange for a quarterly verification of all funds by the President.
  7. Pay all bill and vouchers within (30) thirty days of receipt.
  8. Prepare all tournament financial reports and forward to USBC.

**V. Compensation Policy**

- A. **Association Manager**
  1. The salary of the Association Manager shall be \$1200 per year.
- B. **YBC Tournament Director**
  1. The salary of the YBC Tournament Director shall be \$800 per year.
- C. **Championships Tournament Director**
  1. The salary of the Championships Tournament Director shall be \$400/year plus \$0.50 per bowler per event entered.