



## Duties and Responsibilities Association Manager

- Assist the Board of directors in the interpretation and application of USBC Performance Standards, including any reports required by USBC.
- Maintain the Association's charter by completing all applications and filings in accordance with USBC guidelines.
- Perform all duties as directed by the Association Board and/or Association Bylaws.
- Act as the spokesperson for the Association at various City functions, to include State and National.
- Prepare all required IRS reports relevant to Association Operations. Maintain permanent records of Association Meetings, Committee Reports, Financial Statements, Payroll and Tax Records.
- Responsible for managing the Associations finances relevant to general Association Activities, Membership income, Awards, Hall of Fame, etc..
- Prepare all Association correspondence, including but not limited to: Meeting Notices, Meeting Minutes, Election Ballots and Communication to other Organizations.
- Have a good working relation with the Bowling Proprietor's Association.
- Manage the Association's finances relevant to General Association Activities, Membership income, Awards, Hall of Fame, etc.
- Prepare all required IRS reports relevant to Association Operations.
- Prepare an Annual Association Budget for approval by the Board.
- Would make all arrangements for the Annual Hall of Fame and Championships Award Ceremonies, with approval by the Board.

- Review applications and select appropriate Tournament Directors, with approval of the Executive Officers of the Board.
- Along with the respective Tournaments Directors, would obtain adequate staff to conduct a successful tournament. This would also include reimbursement fees.
- Review the proposed prize lists created by each Tournament Director.
- Perform monthly review of each tournament financial records and operations.
- Make Tournament Director’s Commission Payments, Tournament Workers Per Diem Payments and any other workers financial payments to those involved with tournament operations, as well as all relevant tax reports.
- Assume tournament director’s duties for an interim period, in the event a tournament director becomes unable to perform said duties.

Rev. 1-20-10

### **Duties and Responsibilities**

In addition to the mandatory requirements in the bylaws, the duties and responsibilities of this position include but are not limited to the following:

#### **ADDITIONAL RESPONSIBILITIES**

Implement directives of the association Board (strategic planning, performance standards, etc.)
Responsible for hiring and managing office staff (if appropriate) with board approval.
Responsible for membership and awards processing.
Oversee membership recruitment (program)
Maintaining averages and yearbooks.
Oversee public relations campaigns.
Responsible for organizing special events, tournament, clinics.
Report as necessary to those governing bodies as directed.

Revision Date						
Approval						

**Position Title: Association Manager**

### **Qualifications**

The Association Manager should have knowledge of bowling: management, office and organizational skills; and basic computer skills. Experience with WinLabs, MS Word, strong communication skills; and two years sales and marketing/public relations experience preferred.

## **Education & Experience Requirements**

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- High School diploma
- Communication training or experience
- Business Management Skills (finance, marketing, sell programs, organization, planning)
- Knowledge of sport
- Inter-personal relationship skills
- Knowledge of current technology (computers, etc.)
- Desirable, but not mandatory skills:
  - Proven promotional abilities/success increasing membership/image of organization