

Job Posting for NYS USBC Association Manager

Description:

GENERAL FUNCTION:

Under the direction of the NYS USBC Board of Directors the NYS Association Manager is responsible to provide exceptional support to the Board and the bowlers of New York State. The responsibilities include managing records and files, answer phone calls, all fiduciary responsibilities, set-up & manage the adult tournaments and providing service to members. The position is responsible for demonstrating NYS USBC leadership competencies to ensure the mission, purpose, image and core values of the NYS USBC are conveyed.

NYS USBC Association Manager

Section A - Association Manager:

1. Acts as the ex officio, non-voting secretary/treasurer of the board.
2. Has voice only, does not count towards the quorum and cannot make or second motions at board meetings, unless he/she is also a director. He/she may be excused from board meetings based on the issue/discussion at hand.
3. Has voice and vote at membership meetings, if a current member of the association.
4. Is selected/appointed by and accountable to the board and USBC.
5. Must be a minimum age of 18, unless state laws mandate a specific age and be USBC bondable.
6. Must be a USBC member.
7. Is not eligible to serve concurrently as an officer of the association.
8. Is eligible to serve as a director. (Not recommended due to possible conflicts of interest.)
9. Will be appointed to serve as a youth league officer if no youth league officers are RVP compliant.

Finances:

The association manager is responsible for the day-to-day accounting of the association, reporting to the membership and board, and is responsible for filing of taxes. He/she must comply with 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 10 days, i.e. a local association would send a receipt to league secretaries for receipt of dues.
2. Deposit association funds, and if applicable, Youth Leaders Chapter funds in the association's account, in a financial institution which must be federally

insured or its equivalent, within seven days of receipt. Non-board members are not bonded through USBC.

3. Monthly reconciliation of bank accounts
4. Ensure all withdrawals have two signatures.
5. Pay all bills authorized by the board, including but not limited to:
 - a. Youth funds
 - b. Youth Leaders Chapter funds
 - c. Tournaments
 - d. SMART
 - e. Membership dues to USBC via WINLABS/Youth Process and/or as required by USBC

Must ensure there are two signatures on the invoice/warrant.

6. Provide:
 - a. The president with all records for monthly verifications. All documentation for the examination of the organization's financial documents.
 - b. A report of financial transactions as requested by the board or USBC Headquarters.
 - c. A financial report, in writing, at every board and delegate/youth representative/ membership meeting.
 - d. A written year-end financial report at a board and the delegate/youth representative/ membership meeting
7. Ensure all required financial reports are filed. See Tax Requirements on the Association Resource Center (ARC).
8. Prepare a budget for board approval, if required.
9. Maintain the operating costs within the approved budget. If additional funds are needed make a request to the board for their approval.
10. Establish a procedure for retention of records that must include the financial records, to be approved by the board

Meetings:

1. Report to the board/delegates/youth representatives/members at every meeting and as needed.
2. Distribute meeting notifications, as designated in the bylaws
3. Maintain the association's operations manual.
4. Receive, compile and file committee reports.
5. Record and maintain meeting minutes.

Processing:

1. Provide membership records and submit to USBC when requested and in a format specified by USBC.
2. Submit the association's delegates/alternates credentials to USBC – Associations and, in the case of the local associations, submitting delegates/youth delegates/alternates credentials to the state, within the specified formats and dates.
3. Transmit all board member information to USBC within 20 days of election and maintaining the accuracy of the information.
4. Within 7 days of receipt by the local association all USBC award applications must be processed using USBC's processing system. State associations would have an agreement for processing with one local association; or send all award applications to:
 - a. Each respective association.
 - b. USBC - Awards.
5. Run the appropriate reports in WinLABS to assist the association in managing member's awards.
 - a. Honor score awards that are sent to the association's mailing address, but have not been received in a timely manner, must be reported to USBC within:
 - i. 30 days of the date shipped for plaques and trophies.
 - ii. 60 days of the date shipped for rings.
 - b. Honor score awards shown to have been shipped to the association, but not received, and not reported within the above timeframe will be charged to the association.
 - c. USBC will charge the association for replacements when the award is processed incorrectly by the association.
6. Distribute/present all national awards within seven days of receipt of an award shipped to the association.
7. Maintain the NYS USBC website
8. Annual Meeting preparation

Tournaments:

1. Secure and set-up tournament(s) for all adult tournaments
 - a. Win-Labs
 - b. Proprietors
 - c. Local Association(s)
 - d. Hotels (accommodations)
 - e. Average verification
 - f. Distribute prize monies
 - g. Create financial report

Experience:

- a. QuickBooks: (Preferred)
- b. Accounting: 2 years (Preferred)
- c. Microsoft Suite: 5 years (Required)

Please forward your interest in the position along with your resume and experience to Roger Buckman, NYS USBC President by February 15, 2020.

P.O. Box 37
Victor, NY 14564

-OR-

nysbowler@gmail.com