

Greater Dayton UBSC
Association Manager Job Description
April 2009

POSITION SUMMARY:

The Association Manager is responsible for overseeing the day-to-day operations of the Greater Dayton USBC Association, a non-profit organization chartered with the United States Bowling Congress to provide membership services to paid Association members (adult and youth). The Association Manager provides administrative support and coordination of services and staff (volunteers and clerical support, as applicable) necessary to comply with USBC (governing body) bylaws, policies and performance standards. This role includes the management and/or execution of all administrative/transactional activities required of the Association to maintain the Association's charter with USBC (for example: financial management, member education and training related to league administration and procedures, league sanctioning, membership processing, and administrative reporting). In conjunction with the Association's Board of Directors, bowling establishments and members, the Association Manager is responsible for promoting the sport of bowling through actions and develop programs to increase the organization's membership base. Association management includes significant contact with the public (i.e. members, proprietors, governing organizations, suppliers, and the media).

REPORTING AND SUPERVISION:

Reports to and is selected/hired by the Board of Directors and is accountable to the Board and USBC. The board will provide additional human and financial resources on a task basis as necessary.

- Association Manager reports to USBC Headquarters as required, to the Board/delegates/youth representatives/members at every meeting and as needed.
- Association Managers provides a financial report, in writing, at every board meeting and delegate/youth representative/membership meeting.
- A written, audited, year-end financial report will be provided at a board and the delegate/youth representative/membership meeting.

OVERSIGHT:

- Association Manager receives reports from staff and committee chairs
- If staffed, paid clerical assistant will report directly to the Association Manager
- Volunteers assigned to support the Association Manager will report to the Association Manager for those tasks assigned by the Association Manager or Association Board.

DUTIES:

The Association Manager will perform the duties as defined in the *USBC Bylaws* and *USBC Association Policy Manual*. In addition, the duties and responsibilities of this position are, but not limited to, the following:

Financial: Complying with the established bookkeeping procedures and accounting of assets and disbursements, as approved by the Board, activities must include:

1. Receiving and issued a receipt for all funds paid to the association within 10 days, i.e. to league secretaries for receipt of dues (local only)
2. Depositing 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.
3. Ensuring all withdrawals have two signatures.
4. Providing the President with all records for monthly verifications.
5. Ensuring all required financial reports are filed (IRS, payroll taxes, state taxes, etc.)
6. Providing all documentation for the association audits.
7. Preparing a budget for board approval, if required (finance committee reviews and monitors the budget)
8. Establish a procedure for retention of records which must include the financial records, to be approved by the Board.
9. Providing a report of financial transactions as requested by the Board or USBC Headquarters.
10. Paying all bills authorized by the Board.
11. Paying all invoices/warrants from youth leaders funds that are submitted and approved by the Youth Leaders Chapter. Must ensure there are two signatures on the invoice/warrant, one of which must be an adult advisor.
12. Submitting scholarship funds to USBC Headquarters for administration by SMART as specified.

Other:

1. Implementing USBC's Performance Standards
2. Ensuring the Registered Volunteer Supervisor complies with the USBC Registered Volunteer Program requirements.
3. Applying for association charter renewal every five years.
4. Handling association correspondence, including distributing information to and from USBC Headquarters to respective board, proprietors and members.
5. Ensuring board members have a current copy of association's bylaws.
6. Distributing meeting notifications, as designated in the bylaws.
7. Maintaining the association's operations manual, if applicable.
8. Receiving, compiling and filing committee reports.
9. Recording and maintaining meeting minutes.

10. Managing the association championship tournament(s) and all other association tournaments. The association manager is the tournament manager or acts as the supervisor of the tournament manager.
11. Distributing all prize funds within 30 days following the close of the tournament, except when USBC Headquarters has authorized delay in payment.
12. Maintaining a record of and submitting tournament scores to USBC Headquarters as specified.
13. Ordering association supplies and membership awards.
14. Selecting/appointing individuals for additional non-board positions, if these positions have been approved by the board. Positions could include, but are not limited to, office assistant, clerk, awards chairman, etc.
15. Maintaining a record of, verifying and submitting to USBC Headquarters and the state association(s), averages of members who have participated in at least 21 games in each league.
16. Providing each league secretary a list of all league members and their National ID numbers for submission of averages.
17. Providing membership records and submitting to USBC Headquarters when requested and in a format specified by USBC Headquarters.
18. Ensuring lane certification and dressing inspections are completed and submitted to USBC Headquarters in a timely manner.
19. Submitting the association's delegates/alternates credentials to USBC Headquarters and the State association(s) within the specified formats and dates.
20. Processing membership and remitting USBC national and state dues to USBC Headquarters within 20 days of receipt.
21. Performing an upload of WinLABS backup twice per year (the first after "starting new season" in WinLABS).
22. Transmitting all board member information to USBC Headquarters within 20 days of election and maintaining the accuracy of the information.
23. Ensuring members' awards are fulfilled within seven days.
24. Entering Youth Leaders Chapter information (identifying youth leaders and their titles) in WinLABS within 20 days of receipt, if there is a program in the association's jurisdiction.
25. Overseeing volunteer activities.
26. Greet and assist members & league officers during designated daily (M-F) office hours
27. Oversee membership recruitment (program)
28. Serve as front office "ambassador" for the Association and USBC
29. Develop and train league secretaries/treasurers
30. Coordinate and conduct annual league supply distribution
31. Maintain information on bowling centers within the Association's jurisdiction.
32. Maintain all administrative and financial records, committee historical records, membership and sanction records, averages and yearbooks
33. Organize special events (i.e. banquet), tournaments, clinics, fundraisers

34. Utilize *WinLabs* software/database system to track and record all league, bowler, award and tournament information and to order materials and supplies from USBC
35. Act as ex officio, non-voting, secretary/treasurer of the Board or such other officer designations as required by law and determined by the Board
36. Perform other duties as prescribed by the Board and in the *USBC Association Policy Manual* and the association's operations manual, as applicable.

QUALIFICATIONS:

The Association Manager should have knowledge of bowling (i.e. the game of American Tenpins, league operations) and possess the following qualifications:

- High school diploma or GED
- Business management skills (finance, marketing or sales, organizing, planning)
- Office and organizational skills
- Proficient technology skills (computers, internet, e-mail, etc.)
- Experience with MS Word and Excel
- Strong communication and interpersonal skills (customer service)
- Demonstrated self starter
- Experience with *Winlabs* software a plus

Desirable, but not mandatory:

- Communication training or experience
- Proven promotional abilities/success increasing membership/image of an organization

LENGTH OF AVERAGE WORKWEEK:

- 30 – 50 hours
- Administrative support and/or coordination beyond normal hours will include evening and weekend meetings and events

EQUIPMENT AND TOOLS USED:

- Computer and printer
- Computer software and databases (i.e. MS Word, Excel, *WinLabs*)
- Internet and Email
- Copier and fax
- Telephone

PHYSICAL REQUIREMENTS:

- Sedentary work: exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Work is sedentary if walking and standing are required only occasionally and all other sedentary criteria are met
- Some local travel may be required to support Association meetings, events and event preparation

VISUAL REQUIREMENTS:

- Near vision – clarity of vision at 20 inches or less

MENTAL EFFORTS:

- Reasoning: ability to solve practical problems, handle a variety of variables with limited standardization, interpret instructions
- Mathematical Development: Arithmetic calculations involving fractions, decimals, and percentages
- Language Development: Ability to compose original correspondence, follow technical manuals, and have regular contact with people

OTHER:

- Must be certified as a Registered Volunteer per USBC guidelines (requires a background check)

NUMBER OF INDIVIDUALS IN THIS ROLE:

- One (1)