

# WYOMING STATE USBC

## Association Manager

### JOB SUMMARY:

but not limited to:

(In addition to those in Bylaws and USBC Local Association Handbook)

1. Is hired by the Wyoming State USBC Board of Directors. Association manager shall receive voice only rights. Upon agreement, wages will be set by vote of the budget each year.
2. Shall keep accurate minutes of all meetings and forward a copy to the appropriate people within thirty days of the meeting.
3. Shall prepare a report of membership numbers at the annual meeting at jamboree.
4. Prepare invoices against the association (as approved by the board of directors) and forward checks to the president for signature. Itemized statements must be attached.
5. Shall be a signer on all accounts of the association.
6. Shall arrange account/s in a federally insured banking institution.
7. Keep an accurate account of all earnings, savings, reserves, holdings, receipts and disbursements, and report same at each meeting.
8. Prepare a full report of accounts to present to the members at the annual meeting.
9. Shall make arrangements with an appointed committee from the board or an accounting firm for a complete audit of all financial records held in her office.
10. Shall serve as the advisor of the audit and budget and finance committees.  
  
August 1<sup>st</sup> each year, confer with the president and tournament directors as to amount of bonding necessary (for both association manager and tournament directors)  
  
Prepare and submit applicable forms to USBC for additional bonding if beyond automatic amount.
11. Report all obligations to the U.S. Government (IRS).
12. Conduct the correspondence of the association including written notice of meetings to the board ten days prior to the meeting date.
13. Shall maintain a current list on names and addresses of all delegates, board members and association presidents and secretaries.
14. Work with the president to prepare the agenda for all meetings.
15. File reports to USBC within two weeks after the annual meeting and whenever otherwise necessary.
16. Send National Delegate information to USBC prior to deadline.

17. Duplicate and distribute in packets for annual delegate meeting:
  - a. List of Wyoming State USBC officers and directors with addresses, telephone numbers, and email addresses
  - b. Current revision Bylaws of the Wyoming State USBC.
  - c. Credential and Alternate forms. Completed forms are due as per bylaws.
  - d. List of Wyoming State USBC committee appointments.
  - e. Current memorial scholarship forms – donor and application.
  - f. Current Hall Of Fame applications.
  - g. Current Wyoming State USBC scholarship applications.
  - h. Current family of the year applications.
  - i. Memorial report form for deceased members.
18. Have available for spring meeting:
  - Board minutes from previous meetings
  - Any information needed by any committee to finish their assignment
  - Any communication requiring action.
  - Financial reporting of all accounts
  - Jamboree set up
  - Any policy manual updates
19. Have available at the annual delegates meeting:
  - Annual minutes of preceding year
  - Acts of the Board
  - Financial reports and budget
  - Packets for delegates
  - Election ballots
20. If a committee does not have access to duplicating equipment, they may request the association manager do such duplicating (as needed).
  - a. Committee must submit a finished copy of material to be duplicated.
  - b. Committee must allow at least 14 days for the association manager to complete such duplication.
21. Shall provide the list of delegates and alternates (separately) to the teller and credential committee and tournament coordinator by August.
22. Must comply with USBC bylaws and any policies regarding the Registered Volunteer Program. (To be reimbursed by the board upon procedure completion.
23. Return all records and property belonging to the state within 14 days after termination of contract by either party.