

## LANCASTER USBC BOWLING ASSOCIATION

### ASSOCIATION MANAGER JOB DESCRIPTION

- Acts as the ex officio, secretary/treasurer of the Board
- Membership processing
- Manage all Association tournaments
- Record and maintain meeting minutes
- Handle Association correspondence, including the distribution of information to and from USBC headquarters to the respective Board, proprietors and members
  - Distribution of meeting notifications
- Communications to board of directors
- Comply with established bookkeeping procedures and accounting practices, as approved by the board which include by not limited to deposits of funds, balancing of all accounts and reporting financials to the president on a monthly basis
- Maintain the Association Operations Manual
- Ensure member awards are fulfilled and distributed
- Maintain the Winlabs software with uploads, etc

This job description is designed to summarize this position, but may not be inclusive of all responsibilities.