



Greater Toledo USBC Association

5062 Dorr Street Toledo, Ohio 43615

Phone ; 419.537.0523 Fax ; 419.536.2007

Approval: President _____

Board _____

Date of Issue: _____

Job Description

Position Title: Association Manager

POSITION SUMMARY: Association Manager is responsible for overseeing the operations of the association, providing administrative support and the coordination of services necessary to comply with USBC Performance Standards. For example: design and implement training, increase membership base and financial stability.

SUPERVISED BY: Reports to and is selected/appointed/hired by the Association Board who will allocate additional human and financial resources on a task basis as necessary.

- ◆ Association Manager reports to Board on regular basis (at least quarterly); to national as required; and to membership at least once a year.

SUPERVISES:

- ◆ Association Manager receives reports from all staff and committees chairs.
- ◆ If staffed, clerical assistant will report directly to 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.

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 preferred; three years on a bowling association Board.

EDUCATIONAL REQUIREMENTS

- ◆ 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 (computer, etc.)
- ◆ Desirable, but not mandatory skills
- ◆ Proven promotional abilities/success increasing membership/image of organization

POSITION TITLE: ASSOCIATION MANAGER

DUTIES AND RESPONSIBILITIES

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

ADDITIONAL RESPONSIBILITIES	
Works in conjunction with the board, adheres to USBC Performance Standards, USBC and Association bylaws and applies for charter renewal every five years, as required by USBC.	
Implements and monitors the strategic/action plan of the association and its progress. Reports progress toward specific goals to the board quarterly.	
Responsible for the overall finances of the association, which include: <ul style="list-style-type: none">- Preparing a budget for board approval.- Submitting written financial reports at all board and association meetings.- Submitting a written, audited, year-end financial report.- Staying within the budget.	
Oversees the use of WinLABS to enter and transfer information to USBC Headquarters.	
Responsible for membership and awards processing	
Maintaining averages and yearbook	
Responsible for organizing special events, tournaments, clinics	
Responsible for the operation of the tournament, either as tournament manager or supervisor of the tournament director.	
Responsible for all association correspondence. <ul style="list-style-type: none">- Notifies each league secretary, in writing, of the programs and services offered by the association.- Submits reports to USBC Headquarters and the state association as requested.- Report as necessary to those governing bodies as directed	
Oversee public relations campaigns	
Oversee membership recruitment (program)	
Oversees volunteer activities.	
Responsible for hiring and managing office staff (if appropriate)	

Revision Date						
Approval						