

VPUSBC ASSOCIATION MANAGER RESPONSIBILITIES

1. Membership processing

- a. Setup leagues in Winlabs
- b. Enter bowlers in Winlabs
- c. Reconcile membership fees
- d. Transmit to USBC at least every 21 days
- e. Reconcile/ confirm members "paid in other league"
- f. Report final averages for all members in Winlabs and transmit to USBC
- g. Process youth memberships on www.bowl.com and enter final averages there as well

2. Awards processing

- a. Verify & apply for USBC awards
- b. Verify & fill local awards
- c. Maintain inventory of local awards and order as necessary

3. Financial

- a. Maintain all association financial records in Quicken
- b. Reconcile bank accounts monthly
- c. Prepare regular financial reports – must present at Board Meetings and Annual Meeting
- d. Prepare association budget annually
- e. Prepare or ensure preparation of quarterly & annual payroll tax filings.
- f. Annually file Form 990-N with IRS (due 12/15 each year).
- g. Deposit funds received weekly with 1st Advantage Federal Credit Union.

4. Other

- a. Order/ maintain association supplies
- b. Compile yearbook averages for printing
- c. Take/ record minutes of all board meetings and open membership meetings.
Prepare written minutes for approval
- d. Prepare/ manage all correspondence as needed
- e. Prepare league kits for all leagues (Fall/Winter & Summer)
- f. Act as liaison for league secretaries
- g. Act as Tournament Manager (others can act on behalf of A.M.)
- h. Retain association records
- i. Maintain inventory of association owned equipment (computers, printers, etc.)