



**North Carolina USBC State**

**Association Manager Job Description**

**Position:** Association Manager

**Reports To:** North Carolina USBC State Board

**Status:** Exempt/Salary

**Position Summary:**

The Association Manager is responsible for overseeing the operations of the association, providing administrative support and the coordination of services necessary to comply with USBC bylaws and policies and may require working evening and weekends.

**Position Responsibilities:**

* Administrative:
	+ Oversees the operations of the association
	+ Return phone calls in a timely manner
	+ Resource to Centers/Secretaries
	+ Oversee volunteer activities
	+ Oversee all association correspondence
	+ Submit reports to USBC Headquarters as requested
	+ Attend all association meetings, including maintaining meeting minutes; receiving, compiling and filing committee reports
* Finances
	+ Prepare a budget for board approval
	+ Submitting written financial reports at all board and association meetings
	+ Submit a written, audited, year-end financial report
	+ Stay within the budget
	+ Handle annual corporation fees
	+ Prepare proper tax forms with the IRS
	+ Deposit cash/checks in a timely manner
* Awards
	+ Process and distribute to association representatives/centers
* Tournaments
	+ Works with tournament committee
	+ Maintain tournament calendars
	+ Assist TD with process and verify entries
	+ Verify Deposit fees
	+ Makes sure the latest version of Winlabs is on all Association Lap Tops
	+ Assist TD with anything that is needed including getting documents transmitted to USBC Headquarters
	+ Prints checks for TD for tournament prizes – gets to TD for mailing
* Perform other duties as prescribed by the board, the USBC Bylaws, USBC Association Policy Manual and the association’s operations manual as applicable.

**Required Skills and Abilities:**

* The Association Manager should have knowledge of bowling; management, customer service, office and organizational skills.
* Basic Computer skills; MS Word, Excel and Quickbooks
* Understanding of USBC Membership
* Strong Communication skills
* Experience on the association board preferred
* Experience with sales/marketing/public relations preferred

**Physical Requirement:**

* Lifting of boxes of supplies, stooping and sitting for periods of time

**Supervisory Responsibilities:**

* Oversee volunteers while working in the office or at tournaments

**Travel Requirements:**

* Some travel within state and out of state may be required