

Job opportunity



Association Manager

Applications must be submitted to the address listed on the application not later than April 1, 2024

Please see job description which follows the application form. Questions should be directed to Sharron Wannamaker at wswanna@hotmail.com



Association Manager Application

Date: _____

Name (Last) _____ (First) _____ (MI) _____

Street Address: _____

City _____ State _____ Zip _____

Day Telephone () _____ Evening Telephone () _____ Cell () _____

If you have used another name in the past, list it here: _____

If you have any pending criminal charges against you, ever been convicted of a crime, or pleaded no-contest for any offense or violation other than minor traffic violations? Yes ___ No ___

If yes, please provide information on the nature of the crime, date of conviction or date charges brought against you and county and/or state in which charged/convicted. (Note: Convictions are not an automatic bar from employment; however, failure to provide this information may impact the selection process and could result in termination if selected.)

Check each of the office products you have experience with:

___ WINLABS ___ Spreadsheets ___ Word-Processing ___ QuickBooks

If you have served on an Association Board in the past, please complete the following section starting with the most current position (only list the past three if you have more):

Association Name	Position(s) held	From	To

Education:

School	Name & Location	No. Years Attended	Major	Diploma or Degree Received
High				
Undergraduate				
Graduate				
Other				

Training courses relevant to position applying for (e.g., office management, communications, leadership, USBC seminars (WINLABS, Financial Management), etc.):

Course/Seminar	Sponsoring Org	Content	Date(s) Attended

Employment History (Start with most recent)

Employer	Position Title	From	To
City & State	Hours per week	May we contact employer? Yes ___ No ___	
Last Supervisor's Name	Employer's Telephone		
Describe duties/responsibilities		Reason for leaving	

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According to the Safe Sport Act of 2017, USBC requires all local board members complete and SafeSport training & enroll in the Registered Volunteer Program.

Do you have a current Registered Volunteer (RVP) Badge	YES	NO	Expiration Date:	
If no, are you willing to register for the training?	YES	NO		

Additional information that you would like the application review committee to know: (Please include any references that you would like us to contact.)

Please read the following carefully before signing this application.

All information contained in this application is true to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial or removal from office.

Applicant signature _____ Date: _____

Please note that an electronically signed document is acceptable.

Thank you for your interest in our association.

Please mail this application to the applicable address listed below. The application must be received or postmarked no later than **April 1, 2024.**

Sharron Wannamaker
 14412 NE 46th Street
 Vancouver, WA 98682
 wswanna@hotmail.com

ASSOCIATION MANAGER

The State Association Manager is an employee of the WSUSBC and is hired by the Board of Directors. The President or designated individual shall prepare a contract for review and approval by the Board of Directors. The individual hired to become the Association Manager must sign said contract. Candidates for the State Association Manager position must be computer literate and must have Internet access. WINLABS knowledge is desirable.

The **State Association Manager** is responsible for:

1. **Being** bonded for an amount sufficient to protect the assets of the association.
2. **Performing** any additional duties as may be assigned by the President and Board of Directors and as contained in the Association Manager Job Description, USBC, Bylaws, WSUSBC Bylaws, and the WSUSBC Association Policy Manual.
3. **Purchasing** appropriate WSUSBC shirts and name tags for members of the Board of Directors.
4. **Conducting** all correspondence of the association.
5. **Recording** email voting results for presentation at the next in-person Board meeting as well as incorporating into Board meeting minutes.
6. **Receiving**, recording, and reporting all money or property donated or paid to the association and remitting the report of such transactions to the President within five (5) days after receipt of any money or property donated to the association.
7. **Maintaining** a list of each USBC chartered local association within the State including the names and addresses of the association president, association manager and the delegates and alternates selected to represent the association or area at the State Annual Meeting.
8. **Maintaining** a current inventory of all equipment which is the property of the WSUSBC.
9. **Maintaining** a proper turn-over file for delivery to the incoming State Association Manager.
10. **Notifying** local associations concerning submission of nominees for:
 - a. Board membership
 - b. National Delegate
 - c. Hall of Fame
 - d. Scholarships
 - e. Any other special awards, i.e., LaDonna J Moore, Outstanding Youth, etc.
11. **Certifying** to the USBC the names and addresses of the delegate(s) and an alternate who are selected to attend the USBC National Meeting.
12. **Maintaining** close liaison with the WSUSBC Youth Committee.
13. **Reserving** Junior Gold spots for all youth tournaments holding a qualifying Junior Gold event at the beginning of the season.

14. **Ensuring** that youth Tournament Directors are aware of the reservations for Junior Gold spaces reserved with the number of spaces paid.
15. **Maintaining** the list of appointed Youth Committee members on the WSUSBC website.
16. **Arranging** for purchase of suitable token of appreciation for the retiring president and retiring directors.
17. **Arranging** for purchase of appropriate award for Hall of Fame inductees.
18. **Submitting** names of WSUSBC Hall of Fame inductees to the United States Bowling Congress and to the International Bowling Museum and Hall of Fame, Arlington, TX.
19. **Attending** all scheduled and special meetings of the Board of Directors as well as the State Annual Membership and Showcase/Educational Workshops.
20. **Preparing** and mailing notices and agenda for each regular/special meeting of the Board, State Annual Meeting, and the Showcase/Educational Workshop(s).
21. **Arranging** lodging for board and committee members attending Board and State Annual delegate/membership meetings and Board retreat as required.
22. **Making** appropriate notification to USBC and local hosting association concerning the Showcase/Educational schedule.
23. **Ensuring** the local association which is hosting the Showcase/Educational workshop meeting is notified of any Hall of Fame Inductee as well as a list of current Hall of Fame members.
24. **Ensuring** minutes of previous meetings are available to attendees.
25. **Ensuring** board members who submit WSUCBC Form 1 are reimbursed for appropriate per diem/mileage as stipulated in this operation manual and approved by the president.
26. **Ensuring** copies of completed "Bowler Nomination/Biographies" of Hall of Fame nominees are available to all board members in order that an appropriate vote may be conducted. See Chapter 9 - Hall of Fame/Recognition and WSUSBC Form 7.
27. **Carrying** out those additional assignments as designated by the President or Vice President.
28. **Attending** all committee meetings to which assigned or requested to attend by the President.
29. **Notifying** local associations concerning submission of bids for tournament(s).
30. **Ensuring** a list of those associations submitting bids for tournaments is available to the members of the Board to the state annual meeting.
31. **Ensuring** in coordination with the Electronic Media Committee that the Website is maintained and kept updated in a timely manner.
32. **Preparing** entry forms (with rules) as approved by the Board and posters for the tournaments and distributing to local associations/centers as appropriate.

33. **Providing** copies of each tournament entry form and the associated rules to USBC, when required.
34. **Soliciting** sponsors/added money for the tournaments.
35. **Applying** for USBC awards, as appropriate, for awards earned during tournament play.
36. **Arranging** to keep a record of all scores made in all tournaments conducted by the association for at least one year.
37. **Prepare** and execute a contract for bowling centers hosting state tournaments. See WSUSBC Form 20 or 21, as applicable.