

ST. PAUL USBC ASSOCIATION COMMITTEE DESCRIPTIONS

AWARDS, RECOGNITION AND EVENTS COMMITTEE

It shall be the responsibility of this Committee to administer the Local Awards Program, select the League Secretary's award, and assist in the procurement of any other awards given by the Association.

It shall be responsible for oversight of all State, Local, and national Awards programs administered by the association. Formalize the local awards qualification rules. The design of the application forms and the selection local award(s). The Committee when necessary renders decisions on questionable award applications. The Committee shall also make arrangements for the distribution and/or presentation of these awards, and assist in the presentation and/or distribution of any other awards given by the Association.

The Committee shall advise the President and the Board of Directors concerning the Hall of Fame. It shall continue to promote hall of fame activities on behalf of the Association. The Committee Chairman, plus other members as designated by the Chair (to the limit allowed), shall serve as the authorized representatives of the Association of the Board of Directors to the St. Paul Bowling Hall of Fame. They shall assist in conscientiously screening the names of potential selectees and carefully develop the biographies of the candidates according to the original intent and purpose of this organization

The Committee shall advise the Board of Directors concerning the All City Team. Supervise the All City Team selection process updating the selection criteria as needed and tabulating the points to determine the members of the First and Second All City Teams and King, Queen, Prince and Princess of the St. Paul bowlers. Design and selection of the award.

The Committee shall advise the President and the Executive Director on the Secretary of the year (Male, Female and youth) awards. The committees shall formalize selection criteria and nomination forms. Screening potential selectees according to the original intent and purpose of this organization.

This Committee will assist with the arrangements for the Bowlers Recognition Dinner.

This Committee will assist with the arrangements for the Banquet of Champions Dinner.

It shall also be this Committees responsibility, at the request of the President, Executive Director or other Committees, to make suitable arrangements and/or purchase materials for any Board of Directors meetings or other Association functions not provided for by other committees.

FINANCE COMMITTEE

It shall be the responsibility of this Committee to determine the accuracy of the accounting records of the Association and to prepare an auditor's opinion concerning the financial statements. The Committee shall ensure that the audit includes reconciliation of checking accounts, verification of disbursements to original invoices, receipts or authorizations for the expenditure, verification of accounts receivable and accounts payable, review of statements of income and expenses, verification of investments, review of balance sheet, and verification of membership fees collected against sanctioning records. The Committee shall audit the general fund of the Association and all other funds of the Association.

It shall further be the responsibility of this Committee to analyze the current and projected expenses in terms of programs undertaken or services provided by the Association, to review these expenditures with the appropriate Officers and Committee Chairs, and to recommend a proposal-spending plan for the next operating year based on anticipated revenues. Further, the Committee shall meet at midpoint of the fiscal year to analyze the actual expenditures and revenues of the Association, report on significant deviations from the adopted budget, and recommend corrective actions for approval by the Board of Directors. The Committee shall also negotiate a work contract with all salaried officers in regard to salaries, benefits, and employment conditions.

This Committee shall establish a record retention procedure that includes: Membership Application Cards, League Sanction Applications, general correspondence, league final average sheets, Lane Certification Reports, check registers, checks, Membership and Association Tournament summary sheets, and other records of the Presidents, Association Managers and Treasurer's office.

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FUNDRAISING COMMITTEE

It shall be the responsibility of this Committee to monitor all aspects of the association fundraising activities. It shall develop and maintain association fundraising procedures. . It shall promote all fundraising activities on behalf of the Association It will assist with the Veterans Drive (BVL), Food Drive, Youth Scholarship raffle, merchandise sales, solicitation of gifts and door prizes, and other fundraising activities of the Association

The Committee shall advise the Board of Directors concerning the expenditure of these funds and assist the Board's decision regarding these funds

HISTORICAL COMMITTEE

It shall be the responsibility of this Committee to research and maintain all information possible to identify and develop a history of this Association. This includes, but not limited to the history of ABC, WIBC, YABA, St Paul USBC association activities, local bowling establishments, tournament and national events in the St Paul area.

PUBLIC RELATIONS COMMITTEE

It shall be the responsibility of this Committee to develop a comprehensive publicity and promotion campaign to improve communication between bowlers, vendors, proprietors, the general public and our association, to obtain positive recognition for association activities. The Committee shall develop techniques to promote association activities. The Committee should work to build and improve contacts with local newspapers, radio and television personalities, bowling proprietors, lane managers and bowling suppliers

It shall be the responsibility of this Committee to develop "Standards" for external communications via association newsletters, publications, web site, mailing, advertising, and tournament press releases

Establish procedures for association members representing our Association at Bowling Council meetings and functions. Neighboring association meetings, bowling proprietors meetings, news media, to help promote and develop the game of bowling.

The President may select a member from our Association as the Public Relations Director, and the term of office will be one (1) year.

It shall be the responsibility of this Committee to provide lane inspection procedures and assist with the completion of award applications. The inspection by representatives of the associations to expedite the USBC approval of High Score Awards and provide assurance that lane conditions were checked in accordance with current USBC rules and policies.

TOURNAMENT COMMITTEE

It shall be the responsibility of the Committee to promote and conduct St. Paul USBC Open, Women's, and youth annual Association Championships.

It shall be the responsibility of this Committee to provide for all aspects of tournament management and operations within policy established by the Board of Directors. The Committee will approve all tournament rules and procedures. The committee will assist tournament directors in the development of posters, entry forms. Tournament promotion including advertising, direct mail campaign, personal visits to bowling lanes, and any other promotional efforts deemed of value. The Committee will help with the tournament scheduling and operation under the directions of the Committee Chairman.

It shall also be the responsibility of the Committee to promote and conduct the St. Paul Masters, St Paul Queens, Senior Master's, - Open and Mixed Limited Average Team Challenge Tournaments, the Most Improved Average Tournament, Senior Mixed, Youth Match Game and any other tournaments operated by the association. All formats of which shall be under the jurisdiction of the Tournament Committee within policy established by the Board of Directors.

LEGISLATIVE AND PLANNING COMMITTEE

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It shall be the responsibility of this Committee to investigate and suggest legislative changes and to review all proposed changes in the Association By Laws, as proposed and/or submitted by individual members, Directors, or Committees of the Association. The Committee will review all By Laws to insure conformation with changes in the USBC Constitution, Specification, Rules and USBC Performance Standards. Submit recommendations to the Board of Directors that, in turn, will recommend adoption, rejection or modification to the membership. The Committee will prepare and process proposed amendments to the USBC Constitution, Rules, and Specifications when approved for submission by the Board of Directors.

It shall be the responsibility of this Committee to review association activities, programs, and methods of operation, identifying strengths and weaknesses. The Committee shall analyze, in-depth, problem areas and program shortcomings, developing and evaluating alternative solutions or proposals. Future needs and opportunities should be identified and reviewed. The Committee shall develop plans that will provide a "course of action" to alleviate current shortcomings, reduce the potential for future problem situations, capitalize of future opportunities, and enhance goal attainment.

The committee shall develop board training and mentoring programs.

The Committee shall review and update responsibility and duty descriptions of all standing and special committees of a permanent nature for publication in the Annual Yearbook.

MEMBERSHIP SERVICES COMMITTEE

It shall be the responsibility of this Committee to review league sanctioning records by bowling establishment, to recommend the granting of Bowling Proprietor Commendations for bowling centers having all leagues sanctioned, to develop and implement programs for bowling centers with unsanctioned leagues to promote ABC membership, and to develop and implement programs to improve the sanctioning of supplemental membership.

This Committee shall work with proprietors, WIBC, pro shop owners, and others to promote growth in league bowling, develop and implement improved ways to sell ABC membership, and devise local programs to enhance the value of membership. The Committee shall develop and implement educational programs to help bowlers bowl better, to help league captains and officers in the performance of their duties, and to help the Association Board of Directors to carry out their responsibility.

It shall be the responsibility of the Committee to promote and improve communications between the Association and the leagues and proprietors of the area. It will inform leagues and proprietors concerning the functions and services of the Association and promote sanctioning and, when necessary, meet with the leagues to resolve problems. The Committee shall establish a distribution system to provide an economical method for the delivery of average books, tournament posters, etc., to the bowling establishments and secretary sanctioning awards, local awards, and award kits to the various bowling leagues. The Committee shall advise the President, the Executive Director, and the Board of Directors concerning any league or proprietor problems.

It shall be the responsibility of this Committee to conduct all suspension and re-rate hearings in accordance with the current USBC Constitutions, Specifications, Rules, and Suggested League Rules. The Committee shall report suspension-hearing recommendations directly to the United States Bowling Congress.

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NOMINATING COMMITTEE

It shall be the responsibility of this Committee to develop criteria and election procedures for Association officers, directors, associate directors and Youth Representatives.

It shall be the responsibility of this Committee to screen all candidates for appointment to the Board of Directors. The Committee will also present its recommendations to the Board, which in turn, will adopt or modify and develop a final recommendation for consideration at the Association Membership Meeting.

This Committee shall also be responsible for the developing and maintaining a staggered election process for officers, directors and youth representatives.

YOUTH COMMITTEE

The duties of the Youth Committee are to determined (with board approval) by the Youth committee.

Recommend youth dues to Board of Directors.

Election of 20% of Board

Monitor, promote, and review youth programs.