

## DUTIES OF ASSOCIATION MANAGER

1. She/he shall keep accurate minutes of all Association and Board of Director meetings. She/he shall provide a copy of Board and Association minutes for each board member at least five (5) days in advance of next meeting.
2. She/he shall distribute or have distributed Association meeting notices at least fifteen (15) days in advance of the meeting.
3. She/he shall distribute or have distributed Board of Director meeting notices at least fifteen (15) days in advance of the meeting.
4. She/he shall conduct the correspondence of the Association and shall furnish a copy of said correspondence to the President and committee chairmen if correspondence concerns committee duties.
5. She/he shall retain a dated copy of correspondence sent from the Association office.
6. She/he shall make a report of her/his recommendations to members at the annual meeting.
7. She/he shall fill out all questionnaires and forms furnished by USBC and Illinois USBC W.B.A. and return as directed by the specified due date.
8. She/he shall provide the Board of Directors with names, addresses, email address and telephone numbers of board members and a list of committee members.
9. She/he shall assist the Policy and Procedure Manual Committee when necessary.
10. She/he shall receive all monies paid to the Association and shall maintain a detailed financial record. Within seven (7) days from receipt of all monies, she/he shall deposit same in the IAA Credit Union, Bloomington, Illinois. Financial records to be maintained are: A. A ledger of receipts and disbursements, B. An Authorization for the signature of the President and/or Vice President.
11. She/he shall maintain a detailed record of all funds paid or donated to the Association and deposited in the IAACU within 7 days.
12. She shall keep a correct account of all receipts, savings and disbursements. At each open meeting of the Association, she shall give a written report in detail for the members, as well as a file copy for audit.
13. She/he shall prepare an itemized report of the financial condition of the Association to be distributed to officers and directors at each board meeting.
14. She/he shall be authorized to sign checks in the absence of the President or Vice President.
15. She/he shall supply a copy of the Policy and Procedure Manual and Bylaws to each member of the Board of Directors.
16. She/he shall be responsible to the Association for all Association equipment or property in her/his possession.
17. Office supplies shall be purchased wherever the best price may be obtained.
18. She/he shall make available to the Board of Directors all letters of general information received from USBC, Illinois USBC WBA, and Illinois USBC BA etc.
19. She/he shall not provide or help prepare a mailing list or in any way assist in any charitable or fund-raising tournaments unless approved by the Board of Directors.
20. She/he shall be ex-officio member of all but the nominating committee and certification and inspection committee.
21. She/he shall transmit dues to USBC who will issue membership cards. She/he shall issue replacement membership cards to the members as needed.

22. She/he shall be the local tournament manager and have supervisory control of all technical parts of the operation of the tournament, including drafting the schedule and prize list. In that capacity she/he shall be subject to the control and direction of the Board of Directors.
23. She/he shall assist the Workshop Committee in organizing and conducting the Annual Workshop(s).
24. She/he shall organize and be responsible for the preparation of the Association Average Year Book.
25. She/he shall prepare and submit all required Incorporation, Payroll Tax and Federal IRS Form 990-N when due.
  
26. She/he shall provide assistance with the youth program throughout the year. Association manager will need to submit and handle the smart account transactions. Provide assistance as needed for youth activities and tournaments.