

# OFFICERS

The president and vice president(s), along with the association manager and sergeant-at-arms (optional), constitute the officers of the association. The association determines whether more than one vice president or a sergeant-at-arms is necessary and defines their duties and responsibilities in the association's operations manual, if applicable.

Each officer position carries responsibilities that are fundamental to the operation of the association. It is the responsibility of the individual to understand the expectations that come with serving as an officer, as well as the duties the individual will be expected to carry out.

## THE PRESIDENT

A president should be a leader in the association. In essence, all of his/her responsibilities are centered on the principles of overseeing association activities and providing guidance in helping the association meet its goals. While the president has more roles in comparison to other board members, he/she, by virtue of the position, does not have any additional authority, except in those situations outlined in the *USBC Bylaws* and *USBC Association Policy Manual*.

A list of responsibilities specific to the presidency can be found in "Meeting Roles" on the Association page of BOWL.com under Forms and Manuals. Below is a further explanation of some of those responsibilities:

### Serving as the Spokesperson for the Association

There is no universal definition for what it means to serve as spokesperson for the association - how the president operates in this capacity will vary depending on the association. By virtue of the position, however, the president should understand he/she may be sought for information from local media, members, proprietors, and others on any matter relating to the association, or even bowling in general. For example, if a local newspaper is writing a story on recent perfect games by an association member, the association may be contacted for comment.

**Note:** Depending on the individual and situation, the president may feel more comfortable delegating speaking responsibilities on behalf of the association to another individual with more experience in public relations.

### Verification of Association Accounts

A monthly verification of association accounts is among the most important financial safeguard in an association. Monthly verifications ensure that all association funds are accounted for, the association's financial standing is accurate, and financial records are up-to-date. A thorough

evaluation includes a verification of all association accounts, including but not limited to, checking accounts, savings accounts, and other investments, etc.

Failure to provide a monthly verification could cost associations thousands of dollars, as a bonding payment will only be 50 percent of the documented shortage.

To "verify association accounts" means that all accounts in the association's name are examined to ascertain their correctness. Verification is more than simply a check to determine how much money is present in accounts.

A thorough monthly verification consists of the following being accomplished:

- All association accounts are reconciled. If the association manager has already reconciled accounts, the president would check to see that the reconciliation is correct.
- Itemized deposit records are compared to a list of receipts issued during that time period for accuracy. The date of each deposit should also be compared to the date receipts were issued to ensure all money is deposited within seven days of receipt.
- Checkbook entries are reviewed for accuracy, and any voided or missing checks are accounted for.
- Cancelled checks are inspected to ensure they bear the signatures of two authorized cosigners.

Upon completion, the president should develop written documentation that verification has been conducted, including the date, items verified and reviewed, and any discrepancies or mistakes that were discovered. The president should also indicate on the reconciliation statements, deposit records, and checkbooks that each has been verified, and the date the verification was conducted.

**Note:** A monthly verification may be an excellent opportunity for the president to stay informed of where association funds are being spent by examining cancelled checks, association credit card statements, etc.

## VICE PRESIDENT

The vice president would take over the responsibilities of the president due to his/her absence. The vice president's primary responsibilities include presiding at all meetings when the president is absent and performing other duties as prescribed by the board or requested by the president.

Because the vice president should be prepared to serve as presiding officer at any meeting in the event the president is unavailable, it is advisable that the vice president:

- Have a copy of the next meeting's agenda.
- Have an understanding of parliamentary procedure.

- Be familiar with the organization's governing documents (i.e., bylaws, *USBC Association Policy Manual*, association operations manual, if applicable).

The association may determine that more than one vice president is necessary. If so, this must be outlined in the association's bylaws. Specific responsibilities for each vice president would be listed in the association's operations manual.

## SERGEANT-AT-ARMS (OPTIONAL)

If deemed necessary by the association, this individual will be considered an officer of the association. His/her main responsibilities, which should be added to the association's operations manual, if applicable, could include:

- Making sure the physical layout of the meeting room is comfortable.
- Counting votes during standing and/or hand votes.
- Distributing and collecting ballots (if there is no tellers committee).
- Speaking up if meeting drifts off topic.
- Removing disruptive attendees from the meeting.

The sergeant-at-arms shall perform other duties as prescribed by the board or requested by the president.