



Association Manager - Selecting/Appointing

The association board is responsible for selecting/appointing the association manager. Because most states have “at-will” employment laws, the association manager would hold the position until he/she resigns or is dismissed. If the association manager is working under a contract, which is NOT recommended, the contract should be written by an attorney.

Regardless, the association manager is not elected to a term of “x” number of years.

The association manager has voice only at board meetings, does not count towards the quorum and cannot make or second motions, unless he/she is also elected as a director. He/she may be excused from board meetings based on the issue/discussion at hand.

He/she has voice and vote at membership meetings, if a current member of the association.

The board may wish to consider a search committee to help in identifying potential candidates. A search committee could be selected by the board to review resumes/applications, interview candidates, and make recommendations back to the board. This concept allows for more questions and various insights into the person’s skills and talents. In the event a search committee is utilized, it is still the board that makes the ultimate decision to select/appoint the association manager.

To assist the association in the process of selecting/appointing an association manager, a sample job description and job application are included here.

In selecting an association manager, there will ideally be a pool of applicants to select from. To encourage a number of applicants, consider the following methods of recruiting for the position:

- Word of mouth (i.e. – discussions with board members, friends).
- Web sites and Internet posting services.
- Posters in centers and other businesses – particularly those with bowling leagues.
- Discussions with league officers and proprietors.
- Networking with nearby associations.
- Newspaper ads. (Due to the expense local newspapers may not be cost effective.)

As outlined in federal and state laws, those conducting the interviews may not discriminate in the questions they ask. For example, questions of the following nature should not be asked:

- Are you married?
- What does your husband/wife do?
- How many children do you have living at home?
- Where were you born?
- What is your maiden name?
- What is your date of birth? (It is permissible to ask if someone is 18 or older to determine if the person is of legal age for employment.)
- Do you own a car? (It is permissible to ask if someone has reliable transportation.)
- Do you own your home?



During the interview remember to inform the candidate(s) of his/her duties as outlines in the USBC bylaws, the *USBC Association Policy Manual* and any specific requirements determined by the association board of directors. It should also be pointed out that this position is not a standard 9:00 to 5:00 position and does include evening and weekends.

Throughout the process, the board should keep the perspective that the association deserves a highly skilled and participative association manager. To help ensure this, a candidate's employment history should be verified and references should be obtained and checked. The candidate should be informed references and employment history will be verified. If a candidate states you are not able to contact a specific employer for references, then you are not permitted to do so.

When selecting/appointing an association manager, compensation and benefits should also be considered, as well as any other administrative requirements of the position. One of the most important considerations when determining compensation for an association manager is the value of the job. When determining a fair salary, the board should consider the following:

- The financial resources the association has available.
- Compensating based on skill and ability.
- Providing an adequate compensation plan.
- Basing a salary increase on regular review and performance.



Sample Job Description

Association

Name_____

Address_____

City, State,

Zip_____

Approval: President_____

Board_____

Date of Issue:_____

Job Description

Position Title: **Association Manager**

Position Summary:

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 evenings and weekends. For example: process membership, record retention, and financial stability.

Supervised By:

Reports to and is selected/hired by the board, who will allocate additional human and financial resources on a task basis as necessary.

- Association Manager reports to the board on a regular basis (at least quarterly); to national as requested; and to the membership at least once a year.

Supervises:

- Association Manager receives reports from staff and committee chairs.
- If staffed, paid clerical assistant(s) will report directly to the Association Manager.
- Volunteers assigned to support the Association Manager will report to the Association Manager for those tasks assigned by the Association Manager or association board.

Duties and Responsibilities

In addition to the mandatory requirements in the USBC Bylaws and USBC Association Policy Manual, the duties and responsibilities of this position include but are not limited to the following:



Additional Responsibilities
Implement directives of the association board
Responsible for hiring and managing office staff (if appropriate)
Responsible for membership and awards processing
Oversee membership recruitment (program)
Maintain averages and yearbooks
Oversee public relations campaigns
Responsible for organizing special events, tournaments, clinics
Report as necessary to those governing bodies as directed

Qualifications:

The Association Manager should have knowledge of bowling; management, customer service, office and organizational skills; and basic computer skills. Experience with processing USBC memberships, MS Word; strong communication skills; and two years sales and marketing/public relations experience preferred; three years on a bowling association board.

Throughout employment, an individual must be approved through the Registered Volunteer Program. (Merged and Non-merged Youth associations)

Educational Requirements:

- High School diploma
- Communication training or experience
- Business management skills (finance, marketing, selling programs, organization, planning)
- Knowledge of bowling
- Interpersonal relationship skills (customer service)
- Knowledge of current technology (computers, etc.)
- Desirable, but not mandatory skills:
 - Proven promotional abilities/success increasing membership/image of organization

Revision						
Date						
Approval						



Association Employment Application

Association Name

Address

City, State Zip

Date: _____

APPLICATION INFORMATION – Please type or print clearly in black ink

Name (Last)	Name (First, Middle)
Street Address	Day Telephone ()
City, State Zip	Evening Telephone ()

Email address

Are there other names under which you have worked or attended school? ☐ Yes ☐ No

If yes, please list for reference checking purposes.

If you are under 18 years of age, do you have a work permit? ☐ Yes ☐ No

(Note: You may need to alter this question based on state law requirements.)

Have 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, explain 1) nature of crime, 2) date of conviction, and 3) state in which convicted. (Convictions are not automatic bar from employment.)

Do you have any pending criminal charges against you? ☐ Yes ☐ No

If yes, describe 1) nature or crime, 2) date issued, and 3) county and state where issued.

Have you ever applied for this association before?

☐ Yes ☐ No

If yes, when:

Have you ever worked for this association before?

☐ Yes ☐ No

If yes, when:



USBC Association Employment Application

Association Name

Address

City, State Zip

Date: _____

POSITION APPLYING FOR				
PT or FT Desired	Salary Preference	Hours Available	When can you start?	
How were you referred to this association? <input type="checkbox"/> Agency <input type="checkbox"/> Walk-in <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Newspaper <input type="checkbox"/> School <input type="checkbox"/> Other _____				
SPECIAL SKILLS				
1. Please describe processing speed, software knowledge, and office equipment experience.				
2. Please describe other office equipment experience.				
EDUCATION				
School	Name and Location	No. Years Attended	Major Subjects	Diploma or Degree Rec'd
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No Type:
College				<input type="checkbox"/> Yes <input type="checkbox"/> No Type:
Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No Type:
Other (specify)				<input type="checkbox"/> Yes <input type="checkbox"/> No Type:
TRAINING COURSES -List any relevant academic honors, awards, scholarships, professional organizations, volunteer activities, certificates, publications, licenses, or any other information you consider significant and relevant to employment at this association:				
Course/Seminar	Organization Sponsoring	Content	Date(s) Attended	

USBC Association Employment Application

EMPLOYMENT/ASSOCIATION HISTORY –List present or most recent employment and/or association positions first. Complete even if accompanied by a resume.			
Employer/Association	Position Title		Start Date End Date
Street Address		Salary	Hrs. per week
City, State Zip	Last Supervisor's Name	Employer/Association's Phone ()	May we contact this employer/association? <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Duties/Responsibilities:			Reason for Leaving
Employer/Association	Position Title		Start Date End Date
Street Address		Salary	Hrs. per week
City, State Zip	Last Supervisor's Name	Employer/Association's Phone ()	May we contact this employer/association? <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Duties/Responsibilities:			Reason for Leaving
Employer/Association	Position Title		Start Date End Date
Street Address		Salary	Hrs. per week
City, State Zip	Last Supervisor's Name	Employer/Association's Phone ()	May we contact this employer/association? <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Duties/Responsibilities:			Reason for Leaving
Employer/Association	Position Title		Start Date End Date
Street Address		Salary	Hrs. per week
City, State Zip	Last Supervisor's Name	Employer/Association's Phone ()	May we contact this employer/association? <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Duties/Responsibilities:			Reason for Leaving

USBC Association Employment Application

REFERENCES -List three persons other than personal friends or relatives who have knowledge of your bowling background or education.		
Name	Mailing Address	Phone No. (Day)

Please Read Carefully Before Signing This Form

1. 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 of employment or be cause for subsequent dismissal if I am selected/hired.
2. I authorize this association to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to my employment or me.
3. I understand that upon receiving a job offer, a physical examination and drug screening may be required. (Note: If this is a job requirement, you will be notified.)
4. Regardless of whether or not I become selected/hired by this association, I recognize that this application is not and should not be considered a contract of employment. I understand that selection/employment at this association is on an at-will-basis and that my selection/employment may be terminated with or without cause, and without notice, at any time, at my option or the association's, unless specifically provided otherwise in a written selection/employment contract. I further understand that no association employee or representative has the authority to enter into a contract regarding duration or terms and conditions of selection/employment other than an officer or official of the association, and then only by means of a signed, written document.

Signed by Applicant _____ Date: _____

Thank you for your interest in our association.