



Committee Information

The responsibilities/tasks of the Board are accomplished by an effective and efficient system of committees that have a clearly defined purpose, expectations and limitations.

- Committee Information includes:
 - Committee Reports
 - Committee Types (Standing & Optional)
 - Removal From a Committee

Reports

All committees should give regular reports of their activities to the board; a progress report during committee tasks and a final report upon completion of said task. A committee report should describe the following:

- Procedures used to gather data
- Information or facts obtained
- Conclusions drawn from information
- Recommendations (if requested)

Once developed, the committee report must be adopted by a majority of the committee members. The written report is then submitted to the association board. It is also customary for committees to present reports at the association's annual meeting. These reports outline the committee's accomplishments from the previous year, as well as its future tasks.

Whether a committee report is presented verbally to the board generally depends on whether a copy of the report was included with the board meeting notice. Written reports should be submitted to the board at least 3 days prior to the meeting for inclusion with the notice. If the written report is not submitted with the meeting notice, the chair of the committee distributes the report at the meeting and verbally presents a summation of the report. The board is then asked to accept the report. The board may choose not to have a committee report presented verbally if it is included with the meeting notice, as it is assumed it has been read.

Types

Committees are classified into two different groups – standing (mandatory) committees and optional (suggested) committees.

Each committee has a chair and recording secretary. How the chair is chosen is dependent upon whether the committee is standing or optional. The chair is responsible for scheduling committee meetings and making sure reports are given at board and membership/delegate meetings. The recording secretary takes the meeting minutes.

Members of the youth committee or optional committees do not have to be USBC members or members of the board. For example, an association may find it beneficial to include a certified public accountant on the finance committee or a parent on the youth committee, despite the individual not being a member of the association. However, if they are not a board member, the committee member would not have a vote on decisions, just voice.



Standing Committees (Mandatory)

According to *Robert's Rules of Order, Newly Revised*, a standing committee is required to report at the annual meeting, or as needed, on everything referred to it during the year.

The standing committees are:

- Finance / Audit
- Youth (merged only)

Finance

The purpose of the Finance Committee is to assist with the association's finances and audit(s). This committee is responsible for reviewing and monitoring the annual budget, if applicable, and other financial matters.

Youth (Merged Only)

The Youth Committee is a standing committee designed to monitor the programs and services provided to youth members. All merged associations are required to have a Youth Committee.

The Youth Committee's responsibilities are defined in the *USBC Bylaws* and *USBC Association Policy Manual*. Should the board give additional responsibilities to the Youth Committee, they would be defined in the association's operations manual, if applicable.

Authority

The Youth Committee monitors, promotes, reviews, and recommends youth programs and services. The board uses that information to make final decisions.

While the Youth Committee is not a decision making body, its work can have an impact. Each member of the Youth Committee has a responsibility to the youth members they represent. To ensure the interests of youth members are recognized, the Youth Committee should be proactive in presenting its recommendations to the board.

Because members of the Youth Committee will have a great deal of knowledge and experience regarding youth activities, the board is encouraged to seek the expertise of the Youth Committee whenever decisions are to be made which will affect youth members. For instance, the board could ask the Youth Committee to develop:

- Youth fundraisers.
- Programs and services for youth members (scholarships, etc.).
- A budget to run youth-related activities.

A Youth Committee may not:

- Operate independently from the association.
- Establish a separate bank account from the association.
- Have a president or vice president. The Youth Committee is not a board and therefore does not have officers.
- Change board decisions.
- Implement programs without the board's permission or approval.
- Conduct fundraisers without board approval.
- Hold separate youth representative/youth delegate meetings.



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- Run the association's youth championship tournament, unless assigned by the association manager.
 - Run other tournaments without board approval.

Optional Committees

USBC recommends associations consider the following committees and their suggested roles:

- Audit – responsible for periodic audits and/or annual audit by an outside provider.
- Awards – responsible for local awards programs.
- Education/Training – responsible for training board members, league secretaries, etc.
- Hall of Fame – responsible for creation/operation of a local Hall of Fame.
- Lane Certification – responsible for annual/periodic certification of bowling centers.
- Nominating – responsible for recruiting/selecting nominees for board and delegate positions.
- Membership – responsible for working with bowling centers and other businesses/organizations to help increase membership.
- Public Relations/Marketing – responsible for distributing information regarding bowling and association events to the general public.
- Scholarship – responsible for creating and administering scholarship programs for youth bowlers.
- Strategic Planning – responsible for short and long term planning to meet the needs of the association and its members.
- Tournament – responsible for preparation and operation of association sponsored tournaments.

The president appoints the chair for all committees. The recording secretary of each committee is chosen by the committee members.

At times, the association may have the need for certain special committees. According to *Robert's Rules of Order, Newly Revised*, a special committee is appointed for a specific purpose and continues to exist until its task is complete, unless discharged sooner. An example would be a committee organized to develop an association logo. Once the logo is completed and approved by USBC Headquarters, the committee would be dissolved.

Removal From Office

The president has the authority to remove members from committees.

Audit (Optional – Recommended)

The audit committee's primary responsibility is to ensure audits are conducted. While USBC recommends the association have an audit committee to perform periodic audits, **an annual audit must be conducted by an outside provider**. An outside provider is comprised of anyone that is not a member of the Board of Directors or a family member. A separate committee for the outside audit can be appointed as long as they meet the requirements stated above. In no way does this mean the association must hire a Certified Public Accountant or have to pay for the financial review if they can't afford one.

Purpose of an Audit

An audit is an examination of an organization's financial documents to determine whether the records and reports are valid and the information is fairly presented. The purpose of an audit is to review management policies and procedures, to analyze the flow of transactions and their related internal controls and to work with management in suggesting and implementing solutions where needed. Internal control provides reasonable assurance that the following objectives are being achieved:

- Effectiveness and efficiency of operations
- Reliability of financial reporting



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- Compliance with applicable local, state and federal laws and regulations

Ensuring an association audit is completed is the responsibility of the board. Every successful audit is based on sound planning, active involvement, and communication between the association and the auditors. Whether the audit is performed by internal or external sources, it is best to pre-define what the responsibilities will be for staff, committees, and/or the auditors.

It is a USBC requirement that an association, at a minimum, completes an outside audit on an annual basis. USBC does suggest an association complete regular internal audits in addition to the required annual outside audit. If there should be a need for any other interim audits (i.e. merger, new association manager, etc.), they should be scheduled as necessary. For complete information, see “Conducting an Association Audit” on BOWL.com.

Nominating

This committee assists in shaping the association’s structure. The nominating committee reviews candidates’ resumes and prepares slates for the board and delegate positions. In addition, the nominating committee publicizes criteria and procedures for the elected positions.

The responsibility of the nominating committee in preparing the slate is not an overnight process. Each member of the committee should be actively seeking resumes of those they believe may be good candidates for service on the board or as a delegate. Consider asking proprietors, outgoing board members, and league secretaries who they think may make good board members or delegates, and follow up with their recommendations. The larger the pool of applicants, the more selective the committee may be in providing the best slate of candidates possible.

Finally, the committee should contact those board members whose terms will be expiring to determine if they are seeking re-election. Do not assume in developing a slate that an individual plans to run for another term without first consulting him/her. It is important to remember that re-election is not automatic, and there may be other qualified candidates.

Role in the Election Process

The nominating committee’s primary goal is to compile a slate of candidates for election at the association annual meeting.

The Slate

A slate is a list of candidates recommended by the nominating committee to be elected to open positions. To be listed “on the slate” essentially means an individual will be placed on the ballot for a specific position (i.e., if an individual is on the slate for president, his/her name will appear on the ballot for president). By placing a candidate on the slate, the committee is providing an endorsement for the individual.

Developing the Slate

The nominating committee develops the slate for each open position based on the applications/resumes received (see *Exhibit A*). Per the *USBC Bylaws*, individuals interested in running for a board or delegate position must submit qualifications in writing (State), or in a format specified by the nominating committee/board (Local).

Ultimately, the criteria used in deciding who will be placed on the slate for each open position is up to the nominating committee. The committee should review and verify each candidate’s qualifications prior to



placing them on the slate. The committee should also be aware of any eligibility requirements for specific positions that may disqualify applicants. For example, if an association's bylaws require the president to have a minimum of one year past experience on an association board, any applicant for the office of president must meet this requirement or could not be a consideration for that particular office.

The committee should understand that any criteria, discussions, debate, etc. used in deciding which individuals were put on the slate are considered a confidential matter. If there are any questions about a candidate and his/her qualifications, the committee should set up an interview with the candidate before making their decision.

When requesting qualifications/resumes, the committee should ask an individual to specify which position(s) they wish to seek. Before placing an individual on the slate for a position they did not indicate interest in, the nominating committee should gain the individual's approval.

It is recommended the nominating committee place multiple individuals on the slate for each position.

Youth Representative Election Process

The following outlines the nominating committee's role for the election of youth representation in merged associations. At least 20% of the total number of board members will be elected by the Youth Delegates (State)/Youth Representatives (Local) and officers and directors who hold youth membership.

Election of the Directors (20%) Representing Youth

Prior to the annual meeting, any individual interested in running for a Youth Director position must submit his/her qualifications to the Nominating Committee, in writing:

- At least 24 hours prior to the opening of the annual meeting (State) unless otherwise stipulated in the bylaws.
- In a format determined by the Board and a time frame as stipulated in the bylaws (Local), but not less than 24 hours prior to the annual meeting.

The nominating committee then reviews each candidate's qualifications, verifies that all eligibility requirements are met, and provides a slate. The slate is presented at the annual meeting. After the slate is presented, the presiding officer will ask for nominations from the floor. Only youth representatives/youth delegates may make nominations from the floor.

NOTE: An individual may serve as an adult board member (up to 80 percent of the board) and a Youth Committee member, simultaneously. However, the individual cannot be elected as a youth director (20 percent of the board) if the individual is already a member of the board.

Preparing for the Annual Meeting

To help ensure elections are run smoothly, the nominating committee should coordinate with the association manager to guarantee the names on the slate are pre-printed on election ballots before the annual meeting. While not a required practice, pre-printing ballots based on the nominating committee's slate can save a great deal of time at meetings, as well as make the process of tallying the ballots simpler. When pre-printing the ballots, blank lines must be left on each ballot to allow for nominations from the floor. In addition, the association must be sure to have plenty of ballots on hand to account for all members present, as well as situations in which an election requires multiple ballots. (see *Exhibit B*)



Role at the Annual Meeting

Ideally, the nominating committee will have printed candidate qualifications to distribute to members as they enter the annual meeting. In addition, immediately preceding the election, the nominating committee will present its report, which consists of the slate, along with candidate qualifications if they were not distributed at the beginning of the meeting. Once the report has been made, the elections would begin. It is the President/Chairperson that presides over the actual elections, handles nominations from the floor, etc.



EXHIBIT A

Sample Board Member Application

Please fill out the form below. The Anywhere Local USBC does not discriminate on the basis of age, race, gender, creed, ethnic origin, religion, nationality, or physical disability.

If you are filling out this form for re-election to the board, check here: []

Basic Information (Please print)

Form with fields for Name, E-mail Address, Address, Daytime Phone, Evening Phone, Cell Phone, Current Occupation, and Employer.

Applicants must be at least 14 years of age to serve on the Board and 18 to serve as an officer of the Board.

If you are between 14 and 17, please check here []

If you are 18 years of age or older, please check here []

Position Preference

[] President [] Vice President [] Director

Why do you wish to serve on the Board for the Local Anywhere USBC?

Five horizontal lines for writing the reason for serving on the board.

Background and References

Please describe your past or current experience or participation with the sport of bowling: (league bowler, league officer, work experience in bowling center, youth coach, tournament bowler, etc.)

Table with 2 columns: Inclusive Dates, Position (cont'd on next page)



Please list 3 references:

Name	Phone	Relationship

Do you have?

1. A working knowledge of USBC rules and regulations? ___ Yes ___ No
2. Current membership in the Anywhere Local USBC? ___ Yes ___ No
3. Time to attend monthly Board Meetings and the Annual Meeting? ___ Yes ___ No
4. Time to attend committee meetings to which you may be appointed? ___ Yes ___ No
5. Ability to perform all duties and responsibilities of the office in an unbiased manner? ___ Yes ___ No
6. The ability to get along and work well with others? ___ Yes ___ No
7. Availability on weekends to assist with tournaments and lane Certifications? ___ Yes ___ No
8. Ability to present oral or written reports to the Board, if required? ___ Yes ___ No

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

Signature of Applicant _____ Date _____



EXHIBIT B

Ballot #1 – Directors Ballot (Plurality Vote)

Vote for no more than _____ candidates by placing an X next to the name(s). The _____ candidates with the most votes will be elected.

- Brad Lanebed, Andy Gutterball, Denise Spare, Sue Frame, Melanie Foul, Mike Split, Linda Turkey, Todd Scoresheet, and two blank lines.

If voting by plurality, each voter casts one ballot for “up to” the number of positions that are available. They do not have to vote for all of the positions available. When votes are tallied, the candidates with the highest vote totals are elected.

Ballot #2 – Directors Ballot (Majority Vote)

Vote for no more than _____ candidates by placing an X next to the name(s).

- Brad Lanebed, Andy Gutterball, Denise Spare, Sue Frame, Melanie Foul, Mike Split, Linda Turkey, Todd Scoresheet, and two blank lines.

If voting by majority, a second ballot would only be used if the required number candidates did not receive a majority vote on the first ballot. In this case, a second ballot would then be distributed and the members should be instructed to rewrite the name(s) of the candidate(s) that were nominated from the floor on the second ballot.

Next, the members should be instructed to cross out the names of individuals who were elected (received majority vote), as well as the individual receiving the lowest number of votes on the first ballot. Depending on how many director positions still need to be filled, the voting body will then be instructed to vote for ‘x’ number of candidates. See sample below for Ballot #3.

Ballot #3 – Directors Ballot (Majority Vote – 2nd Ballot)

Vote for no more than _____ candidates by placing an X next to the name(s).

- Brad Lanebed (elected on first ballot), Andy Gutterball, Denise Spare (elected on first ballot), Sue Frame, Melanie Foul, Mike Split, Linda Turkey (lowest vote total), Todd Scoresheet, and two blank lines.