

## Indiana State USBC Board Responsibilities and Expectations

All officers and directors of the Indiana State USBC shall adhere to the stated requirements as set forth in the [USBC Bylaws](#) and [USBC Association Policy Manual](#). Additional expectations shall be defined in the Indiana State USBC Operations Manual to be developed by the board.

Additional expectations for District Directors of the Indiana State USBC are expected to include the following.

The function of a District Director of the Indiana State USBC is to maintain a personal link with each Local Association and other bowling integers in the assigned District. In addition, the position has committee and reporting responsibilities to the Indiana State USBC Board of Directors.

### COMMUNICATIONS

- Contact each certified local association manager in the assigned District to have representation at the state tournaments, Annual Meeting and Jamboree.
- Request information pertaining to each local association for the previous year for inclusion in the Indiana State USBC Historical Yearbook.

### DISTRICT MEETINGS (if included in new Operations Manual)

- Schedule and conduct a minimum of two district meetings annually for the local associations in the assigned District.

### ASSOCIATION MEETINGS

- Make a point to visit the local associations in the assigned District who fail to attend the District meetings, the Annual Meeting, or fail to respond to District Director communications.

### REPORTING RESPONSIBILITIES

- At each established Indiana State USBC Board meeting:
  - a. Submit a typewritten report of activities in the assigned District.
  - b. Submit a typewritten report of committee activities you chair.
- Not later than the date requested by the Association Manager for inclusion in the Indiana State USBC Historical Yearbook:
  - a. Submit an annual typewritten report of the activities in the assigned District, including a report from each Local Association in the assigned District.
  - b. Submit an annual typewritten report of committee activities you chair.
- Keep a copy of all correspondence received regarding Indiana State USBC functions and/or activities.
- Be honest; if the answer to a question is not immediately known, say so, and offer to find the correct answer.
- Complete Expense Forms and submit to the Indiana State USBC Association Manager in a timely manner.

### INDIANA STATE USBC FUNCTIONS

- Attend all Board meetings and the Annual Meeting, unless previously excused by the President.
- Expect to be assigned to a minimum of two committees.
- Work TBD weekends of the state tournaments.
- Attend all Jamborees, tournament opening ceremonies, Hall of Fame ceremonies, workshops, etc. unless previously excused by the President.

### PROTOCOL

- Be familiar with Indiana State USBC Operations Manual and State Association By-Laws available at-all-times (once available).
- Be familiar with basic Robert's Rules of Order, in-order to participate in Board meetings.
- Be familiar with National USBC Rules.

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