

SNUSBCA Secretary of the Year

Nominator: _____ Date: _____

Name: _____

Contact Information: _____

Nominate: _____

Name: _____

House / League: _____

Justification: _____

FOR SNUSBCA USE ONLY:

Work-Shop Attendance	Y	N	League Application	Y	N
Sanctions Timely	Y	N	Collects fees	Y	N
Averages Posted/Current	Y	N	Pays fees	Y	N
Awards Appropriate	Y	N	Maintains Account	Y	N
Complete	Y	N	Monthly Audit	Y	N
Legible	Y	N	Awards & Prize List	Y	N
Timely	Y	N	End of Year Duties	Y	N

SMALL LEAGUE _____ LARGE LEAGUE _____

COMMENTS: _____

RESEARCHER: _____

DATE: _____

SNUSBCA Secretary of the Year

All nominations for the SNUSBCA Secretary of the Year award must be received by July 31st of the current year. Please mail completed forms to:

Southern Nevada USBC Association
c/o Secretary of the Year
7231 West Charleston Blvd. Suite 130
Las Vegas NV 89117

One Secretary of the Year will be chosen for large leagues (13 teams or more) and one will be chosen for small leagues (12 teams or less). The Secretary of the Year is determined by a majority of director votes cast at a regularly scheduled SNUSBCA Board Meeting.

The secretary has many important responsibilities and is often recognized as the official leader of the league. In many leagues the secretary also assumes the duties of a treasurer and handles financial matters. League Secretaries must meet the following criteria to qualify:

The league secretary must attend the SNUSBCA secretary work-shop and demonstrate exemplary performance:

The secretary's duties include keeping minutes of league meetings, distributing copies of the league rules, and posting the league schedule, team standings and current bowler's averages.

The secretary processes sanctions and league applications; submits awards that must be complete, accurate, legible, timely, and persistent.

The secretary collects bowling fees each week, pays the house lineage fees, deposits monies, maintains a league financial account, provides a monthly audit, chases down delinquent charges, and distributes the approved prize list to each team captain and bowling association.

Lastly, the secretary "pays out" the prize fund and the end of the year and performs "end-of-year" duties that include documenting the league for the house and SNUSBCA and then setting up the following year's league.

For information regarding the SNUSBCA Secretary of the Year program, contact Brenda Louis, Chairman, Secretary of the Year Committee at (702) 778-2220 or send an email to nascar38fan@gmail.com