

# SNUSBCA 2011 Secretary of the Year Nomination

---

Nominator: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Nominate:

Name: \_\_\_\_\_

House / League: \_\_\_\_\_

Justification:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

FOR SNUSBCA USE ONLY:

SMALL LEAGUE \_\_\_\_\_ LARGE LEAGUE \_\_\_\_\_

COMMENTS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RESEARCHER:

DATE:

# SNUSBCA 2011 Secretary of the Year Nomination

---

## Call for Nominations of SNUSBCA 2011-2012 League Secretary of the Year

**January 11, 2011**

The SNUSBCA is now accepting nominations for the 2011-2012 Secretary of the Year. The winners will be announced May of 2011. Nominations will close April 1, 2011. Send letters of nomination to the Nominations Chairperson:

Brenda Lewis  
c/o SNUSBCA  
3111 S. Valley View, Ste O-102  
Las Vegas NV 89102 USA  
Phone: 702-362-5550  
E-mail: [nascar38fan@gmail.com](mailto:nascar38fan@gmail.com)

One Secretary of the Year will be chosen for large leagues (14 teams or more) and one Secretary of the Year for small leagues (12 teams or less). The Secretary of the Year is determined by a majority of director votes cast April 15, 2011 at the SNUSBCA Board Meeting. Nominations will be reviewed from April 1 to April 15.

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 bowling 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 next years league.

For information regarding SNUSBCA Secretary of the Year Program, contact Brenda Lewis, Chairman, Secretary of the Year Committee at 702.362.5550; [nascar38fan@gmail.com](mailto:nascar38fan@gmail.com)