SNUSBCA Secretary of the Year

Nominator: Date: _____

Name: _____

Contact Information: _____

Nominee:

Name: _____

House / League: _____

Information on Nominee's traits and accomplishments:

For SNUSBCA Office Use Only

Attended officer Workshop	Y	N	Average list/Final standings posted	Y	N
League application is complete and turned in on timely basis	Y	N	Forwards collected fees to SNUSBCA within established time limits.	Y	N
Sanctions are complete and turned in on timely basis	Y	N	Maintains Financial Records	Y	N
			Submits name/officer changes	Y	N
Award Applications are complete, legible and submitted when required	Y	N	Maintains copies of monthly audits	Y	N
			End of Year Duties	Y	N

SMALL LEAGUE ☐ MEDIUM 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 (25 teams or more); one for medium leagues (13 to 24 teams); and one for small leagues (1 to 12 teams). 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 treasurer and handles financial matters. League Secretaries must meet the following criteria to qualify:

1. Must attend the SNUSBCA officer work-shop.

2. Must demonstrate exemplary performance.

3. Keep minutes of league meetings, retain copies of monthly audit, distribute copies of the league rules, and post the league schedule, team standings and current bowler's averages.

4. Process sanctions and league applications.

5. Submit awards that are complete, accurate, legible, and timely.

6. Collect bowling fees each week, pay the house lineage fees, deposit monies, maintain a league financial account, provide a monthly audit, chase down delinquent charges, and distribute the approved prize list to each team captain and the bowling association.

7. The secretary "pays out" the prize fund at the end of the year and performs "end-of- year" duties that include providing the league members with a closing financial statement, documenting the league statistics for the house and SNUSBCA and then setting up the following year's league.

8. Retain copies of all financial records for a minimum of one year after the league ends.

For questions regarding the SNUSBCA Secretary of the Year program, contact the Southern Nevada USBC Association office at (702) 778-2220.