

## **OFFICERS & DIRECTORS TO BE ELECTED THIS YEAR**

### **VICE-PRESIDENT; SECRETARY; DIRECTOR # 2**

#### **Vice President's Duties:**

In the absence of the president, the vice president shall perform the duties of that office and shall discharge such other duties as may be required of her.

- a) Be prepared to work at tournament site.

#### **Secretaries Duties:**

- a) Keep a membership record.
- b) Send notices for Club and Board of Directors' meetings.
- c) Keep a record of all proceedings of the meetings of the Club and Board of Directors.
- d) Report all acts of the Board of Directors at each Club meeting.
- e) Have charge and conduct correspondence of the Club meetings.
- f) Receive payment and issue Buckeye 600 Bowling club dues. She shall deposit them in the name of the District #1 600 club within seven (7) days of receipt of funds. The deposits shall be made in (a) a bank which is a member of and whose funds are insured by the FDIC or FSLIC, or (b) a credit union, which is federally insured.
- g) Apply for USBC Certification for tournament.
- h) Have charge and conduct the annual District #1 600 Tournament. Prepare the entry and mail to all past participants with packages to local 600 clubs or interested parties in local associations in District #1 of the Ohio WBA. These entries will be mailed directly following the Labor Day holiday. The Secretary is the tournament manager.
- i) Mailing list will be purged of names of bowlers who have not participated for the last three (3) years.
- j) All checks in the name of the Club shall carry the signature of at least two (2) authorized officers.
- k) Send copy of prize list when tournament recap is done to the treasurer for preparation of prize checks. A copy will also be sent to all members of the Board of Directors (including Life Members).
- l) Following the tournament, send a list of all entrants with addresses to the Buckeye 600 Secretary along with all dues collected.
- m) Be an ex-officio of all committees except the nominating committee.
- n) Keep other records and perform such duties as may be required by the President or Board of Directors.
- o) Make a report in writing with her recommendations, if any, at each meeting of the Club.
- p) Secretary to be paid \$.25 per entry received for the District #1 600 Club Tournament.

#### **Directors Duties:**

The directors shall perform such duties as may be required of them by the President or the Board of Directors.

- a) Attend board meetings and Annual Meeting.
- b) Chair standing committees except nominating.
- c) Serve as director on the Buckeye 600 Bowling Club.
- d) Be prepared to participate and work at the District #1 600 Club Tournament as well as at the Buckeye 600 Tournament.