

OFFICERS & DIRECTORS TO BE ELECTED THIS YEAR

PRESIDENT; TREASURER; SERGEANT-AT-ARMS; DIRECTOR # 1

President's Duties:

- a) Preside at all meetings of the Club and Board of Directors.
- b) Appoint the members of all committees.
- c) Appoint committees necessary to carry out the business of the Club.
- d) Co-sign checks issued by Treasurer.
- e) Verify the bank balance semi-annually.
- f) Be an ex-officio member of all committees except the nominating committee.
- g) Perform such other duties as pertains to her office.
- h) Make a report in writing with her recommendations, if any, at each meeting.
- i) Prepare a printed agenda for each meeting.
- j) Be prepared to work in tournament office.

Treasurers Duties:

- a) Keep a correct account of all earnings, savings, reserves, holdings, receipts and disbursements, and at each meeting of the Club submit a current written report in detail of all financial transactions of the club, its officers and Board of Directors as may be required of them.
- b) Be prepared to work in tournament office.
- c) Following the annual tournament, issue prize checks per prize list prepared by the Secretary.
- d) Forward the checks to the President to co-sign and mail to participants along with prepared prize list from the Secretary. Checks must be mailed within 30 days of the final tournament date – USBC Tournament Requirements.
- e) Forward quarterly (February 28, May 31, August 31, and November 30) copies of the bank statement to the President and board members for their review.

Sergeant-at-Arms Duties:

- a) Perform all duties as may be required of her by the President or Board of Directors.
- b) Maintain registration sheets of those attending and eligible to vote at the Annual Meeting.
- c) Have charge of ballots and tellers at Annual Meeting.
- d) Be prepared to work in tournament office.

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.