



**Indiana State USBC  
Nominating Committee**



Dear Bowler,

The Indiana State USBC is accepting nominations for board positions for the 2019-2020 year.

Please consider whether you might have a role to play in this new organization. Enclosed you will find a Board Nomination Application form, a sheet describing board member responsibilities and expectations as well as a district map showing the districts that Directors will represent.

We will be accepting nominations for the following positions:

- President (1 Year term – maximum of 2 terms)
- 3 Vice Presidents (1 Year term – maximum of 2 terms)
- 3 Directors (one from District 4, 5 and 9) – 3 Year term
- 1 Youth Director (District Northwest) – 3 Year term

Please look through these items carefully, especially the responsibilities, and thoughtfully consider submitting your application.

Applications must be submitted, postmarked or emailed by Friday May 17, 2019 to be included on the slate/ballot to be presented at the Annual Meeting. Applications received after this date will have the opportunity to run from the floor providing the Nominating Committee Chair has an application at least 24 hours before the meeting.

Sincerely,

Indiana State USBC Nominating Committee

Jon Kelley - Chair



## Indiana State USBC Board Nomination Application

**Name:**

**Address:**

**Phone:**

**Email:**

**Select position(s) you are applying for:**

President\*

Vice-President\*

Director

Youth Director

To be considered for nomination to the Indiana State USBC Association Board of Directors, you must be a member in good standing with the USBC (national, Indiana state & local) associations.

\*To be considered for nomination as President or Vice-President, you must have served a minimum of three (3) years on one of Indiana's State Bowling Association boards.

**NOTE:** All elected members are REQUIRED to become Registered Volunteers by taking the free online SafeSport training within 45 days of election! Subsequently, all Registered Volunteers must renew their RVP Status yearly by taking a SafeSport Refresher course. More information can be found on bowl.com.

List local and/or state association(s) you are affiliated with:

List total number of years and types of administrative capacities (in bowling):

List any job experiences and/or skill sets that you would bring to the board:

List your involvement in other boards for non-profits or other leadership positions/roles:

How many years have you been actively bowling?

Do you have any experiences in running tournaments? Explain.

List your top 3 reasons for seeking election to the Indiana State USBC:

Additional Comments:

I have read and understand all responsibilities & expectations of an Indiana State USBC Board of Director.

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
Date                                      Signature                                      District # or Name (refer to District Map)

**LOCAL ASSOCIATION ENDORSEMENT**

\_\_\_\_\_ has my full endorsement for position with the Indiana State USBC Board of Directors.

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
Print Name                                      Signature                                      Office / Position

\_\_\_\_\_                      \_\_\_\_\_  
Email                                      Cell Phone

Applications must be submitted, postmarked or emailed by Friday May 17. Nominations may be made from the floor if a Nomination Form is received by the Nomination Committee Chair at least 24 hours before the Annual Meeting.

**Submit Applications Online or send to:**

Jon Kelley  
4160 Lake Windemere Lane  
Kokomo, IN 46902  
765-437-6185  
Jon\_kelley@comcast.net



## Indiana State USBC Board Responsibilities and Expectations

All officers and directors of the Indiana State USBC shall adhere to the stated requirements as set forth in the [USBC Bylaws](#) and [USBC Association Policy Manual](#). Additional expectations shall be defined in the Indiana State USBC Operations Manual to be developed by the board.

Additional expectations for District Directors of the Indiana State USBC are expected to include the following.

The function of a District Director of the Indiana State USBC is to maintain a personal link with each Local Association and other bowling integers in the assigned District. In addition, the position has committee and reporting responsibilities to the Indiana State USBC Board of Directors.

### COMMUNICATIONS

- Contact each certified local association manager in the assigned District to have representation at the state tournaments, Annual Meeting and Jamboree.
- Request information pertaining to each local association for the previous year for inclusion in the Indiana State USBC Historical Yearbook.

### DISTRICT MEETINGS (if included in new Operations Manual)

- Schedule and conduct a minimum of two district meetings annually for the local associations in the assigned District.

### ASSOCIATION MEETINGS

- Make a point to visit the local associations in the assigned District who fail to attend the District meetings, the Annual Meeting, or fail to respond to District Director communications.

### REPORTING RESPONSIBILITIES

- At each established Indiana State USBC Board meeting:
  - a. Submit a typewritten report of activities in the assigned District.
  - b. Submit a typewritten report of committee activities you chair.
- Not later than the date requested by the Association Manager for inclusion in the Indiana State USBC Historical Yearbook:
  - a. Submit an annual typewritten report of the activities in the assigned District, including a report from each Local Association in the assigned District.
  - b. Submit an annual typewritten report of committee activities you chair.
- Keep a copy of all correspondence received regarding Indiana State USBC functions and/or activities.
- Be honest; if the answer to a question is not immediately known, say so, and offer to find the correct answer.
- Complete Expense Forms and submit to the Indiana State USBC Association Manager in a timely manner.

### INDIANA STATE USBC FUNCTIONS

- Attend all Board meetings and the Annual Meeting, unless previously excused by the President.
- Expect to be assigned to a minimum of two committees.
- Work TBD weekends of the state tournaments.
- Attend all Jamborees, tournament opening ceremonies, Hall of Fame ceremonies, workshops, etc. unless previously excused by the President.

### PROTOCOL

- Be familiar with Indiana State USBC Operations Manual and State Association By-Laws available at-all-times (once available).
- Be familiar with basic Robert's Rules of Order, in-order to participate in Board meetings.
- Be familiar with National USBC Rules.

-



**Youth Districts:**  
 YD : North East  
 YD: South East  
 YD: North West  
 YD: South West