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# INDIANA STATE

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Dear Bowler:

The Indiana State USBC is accepting applications for District 1 Director board position, which services Brandywine USBC, Franklin USBC, Gr Hamilton USBC, Indy USBC, and Lebanon USBC.

We are also accepting applications for the North West Regional Director Board position to service the areas indicated on the District Maps attached.

Please consider whether you might have a role to play in this 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 the State Directors will represent.

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

Applications must be submitted as soon as possible.

Feel free to contact us with any questions or comments.

Sincerely,

Bill Kendall, Sr.  
IS USBC President  
[bill.kendallsr@IndianaStateUSBC.org](mailto:bill.kendallsr@IndianaStateUSBC.org)  
(765) 610-9354

Brian Nunning  
IS USBC Association Manager  
[Brian.Nunning@IndianaStateUSBC.org](mailto:Brian.Nunning@IndianaStateUSBC.org)  
(812) 629-0352



# Indiana State USBC

## Board Nomination Application

### District Director or Regional Director

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

Address: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ Email: \_\_\_\_\_

***I would like to be considered for (✓):*** District Director \_\_\_\_\_ Regional 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 Associations (National, Indiana State, and Local).

\*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 or appointment! 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:

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

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

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

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How many years have you been actively bowling?

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Do you have any experiences in running tournaments? Explain.

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

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Additional Comments:

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

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Print Name

Signature

District # or Name  
(Refer to District Map)

### **Submit Applications to:**

Brian Nunning, IS USBC Association Manager  
2755 Lake Pine Path Apt #223  
Saint Joseph, MI 49085  
[Brian.Nunning@IndianaStateUSBC.org](mailto:Brian.Nunning@IndianaStateUSBC.org)  
(812) 629-0352



(02/17/22)

## **Indiana State USBC Board Director 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.



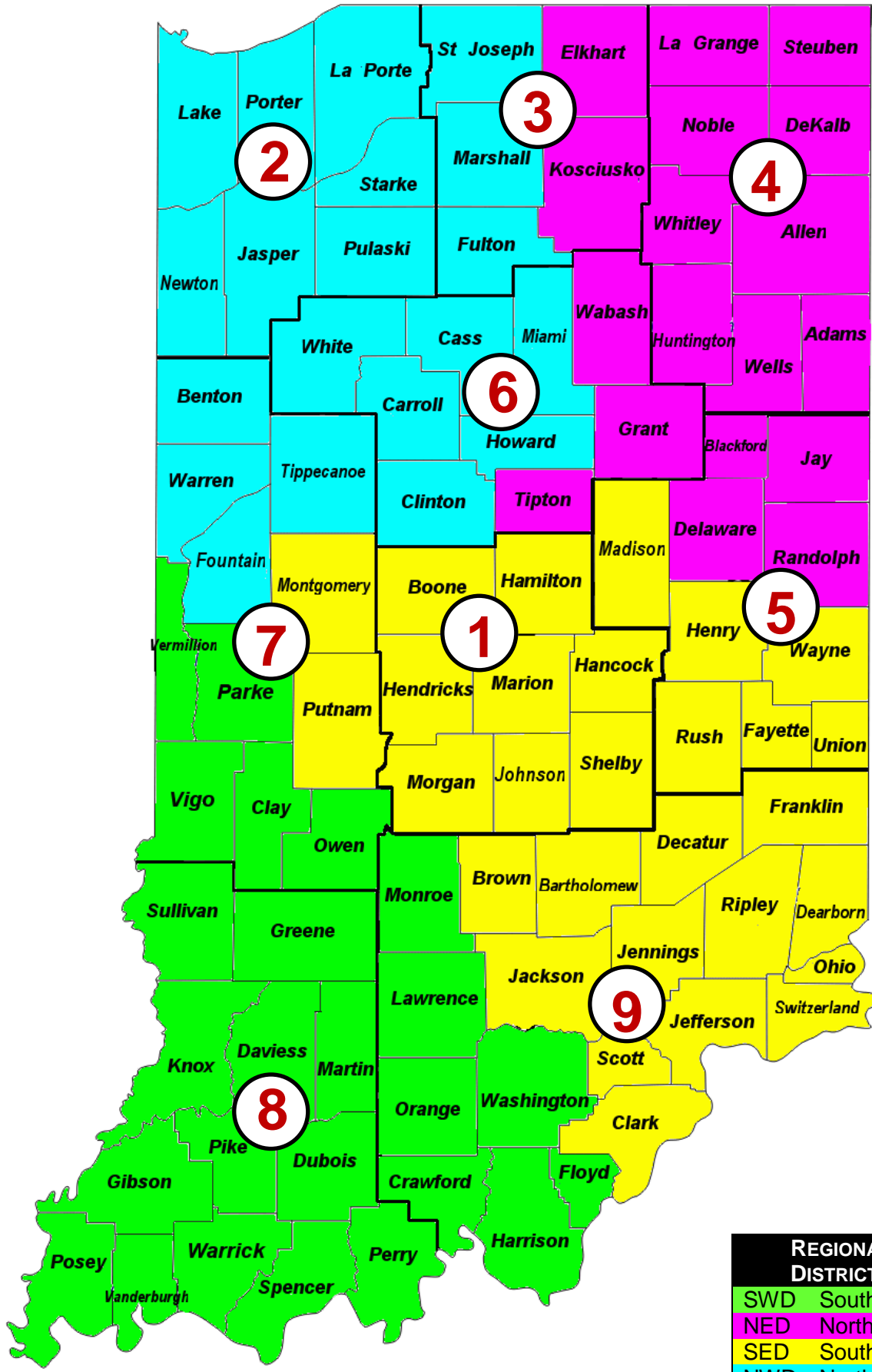
## **Indiana State USBC *Regional Director* Responsibilities and Expectations**

**The regional directors shall perform all duties assigned by the president, to include the following:**

- Not later than June 1, annually submit a Google Docs for inclusion in the Historical yearbook and database to include all information gathered from youth events and activities within their district.
- Attend all Board and Delegates meetings, unless previously excused by the President.
- Attend all Jamborees, IS USBC Tournaments opening ceremonies when invited, Hall of Fame and Award ceremonies, Annual Meeting unless previously excused by the President.
- Post-consent agenda status on Google Docs (1) one week before each board meeting summarizing their activities. Additionally, if they are a committee chair or own a Strategic Plan item, the report should summarize the status, results, and plans for the committee or Strategic Plan item.
- Provide assigned IS USBC Mentor (Vice-president) and President Copies of reports and district communications within fourteen (14) days of their occurrence. Provide assigned IS USBC Mentor (vice-president), President, all Board Members, and the Association Manager copies of youth district meeting minutes within fourteen (14) days of their occurrence.
- Acknowledge receipt of communications where you have a responsibility to respond or are assigned an item for action.
- Keep a copy of all correspondence received regarding IS USBC functions, activities, activities or both.
- Complete IS USBC Expense Forms and submit them to the Association Manager promptly or, at a minimum, at each Board meeting.
- Work the Open Championship Tournament, or Women's Championship Tournament or, Youth Championship Tournament for a minimum of 4 weekends. Schedule your weekends with the individuals responsible for scheduling each tournament. Board members are encouraged to work all tournaments if possible.
- All Directors must be in the Registered Volunteer Program. They are required to take required Safesport training.



# STATE DISTRICTS



REGIONAL DISTRICTS	
SWD	South West
NED	North East
SED	South East
NWD	North West