



## Association Restructure

### Inside this issue:

<b>Association Manager Job Announcement</b>	<b>2</b>
<b>Tournament Sched-</b>	<b>4</b>
<b>Annual Meeting</b>	<b>4</b>
<b>Youth Tournament</b>	<b>4</b>
<b>Manager's Corner</b>	<b>5</b>
<b>Board Member Spot-light</b>	<b>5</b>

Sometimes it is necessary for a business to restructure. The same holds true for bowling associations. There is no best time of year to do this, the Board of Directors voted to restructure immediately. I know this can be scary for some members such as league officers, league

coordinators, and league and tournament bowlers. Rest assured we understand and will do everything possible to ease the transition to a new normal. We have set up new email addresses and a new mailing address. The phone will be available after March 17th.

### The new address is:

**Greater Portland USBC  
PO Box 16880  
Portland, OR 97292**

### New Email Addresses:

**General information:** [gpusbc@gpusbc.com](mailto:gpusbc@gpusbc.com)  
**League Secretaries:** [leagues@gpusbc.com](mailto:leagues@gpusbc.com)  
**Tournament information:** [tournaments@gpusbc.com](mailto:tournaments@gpusbc.com)

### Dates to Remember

- Apr 15 Delegate Applications Due to Office
- City Tournaments April 8-9, 15-16, 22-23
- Annual Meeting May 6
- Awards Banquet TBA

The phone number will remain 503-257-9511 however, the phone will not be connected until March 17th

We have created a new Face Book Group. The group name is: Greater Portland USBC . This page will be dedicated to all things GPUSBC. We think this format is better suited for our us and for our members. Come join us!

## We are Hiring

The Greater Portland USBC is looking for a new Association Manager. If interested, please visit our web site: [www.gpusbc.com](http://www.gpusbc.com) for the information and to download an application. We will be accepting applications from March 6, 2023 through March 20, 2023. If you know anyone who would qualify please send them to our website. This position can be a "Work from Home Office" but is not a requirement.

### Position Responsibilities:

#### Administrative:

- Oversees the operations of the association
- Return phone calls in a timely manner
- Resource to Centers/Secretaries
- Oversee volunteer activities
- Oversee association correspondence
- Submit reports to USBC Headquarters as requested
- Attend all association meetings, including maintaining meeting minutes; receiving, compiling and filing committee reports

#### Finances

- Prepare a budget in coordination with the Finance Committee and present it to the board approval
- Submitting written financial reports at all board and association meetings
- Submit a written, audited, year-end financial report
- Stay within the budget
- Handle annual corporation fees
- Prepare proper tax forms with the IRS
- Deposit cash/checks in a timely manner

#### Awards

- Process and distribute to association representatives/centers

#### Processing

- Oversee membership processing and submit information to USBC Headquarters
- Maintain records, verify and submit the pin fall and number of games for all certified members
- Maintain annual average book

## Tournaments

Work with tournament committee

Certify all tournament with USBC

Maintain tournament calendars

Process and verify entries

Deposit fees

Verify results including maintaining a record of and submitting tournament scores to USBC Headquarters as applicable

Payments of tournament prizes

Perform other duties as prescribed by the board, the USBC Bylaws, USBC Association Policy Manual and the association's operations manual as applicable.

## **Required Skills and Abilities:**

The Association Manager should have knowledge of bowling; management, customer service, office and organizational skills.

Basic Computer skills; MS Word, Excel

Understanding of USBC Membership

Strong Communication skills

Experience on the association board preferred

Experience with sales/marketing/public relations preferred

## **Physical Requirement:**

Lifting of boxes of supplies, stooping and sitting for periods of time

## **Supervisory Responsibilities:**

Oversee volunteers while working in the office or at tournaments

## **Travel Requirements:**

Some travel within state and out of state may be required

## **Please mail completed application and resume to:**

**Greater Portland USBC  
Attn: Hiring Committee  
PO Box 16880  
Portland OR, 97292**

## 17th Annual City Open Championship and Women's City Championship

Greater Portland USBC City Tournaments will be held at Super Play Beaverton on April 8-9, 15-16, and 22-23, 2023. You can sign up for the tournaments online by following the link on our website or download the registration form and send it to:

**Greater Portland USBC  
Attn: Tournament Committee  
PO Box 16880  
Portland OR, 97292**

## 17th Annual City Youth and Adult/Youth Tournaments

Greater Portland Youth Championship Tournament is tentatively scheduled to be held at Milwaukie Lanes during the month of June 2023. Once the dates have been agreed upon we will make an announcement. Thank you for your patience.

## Association Annual Meeting

The Association Annual Meeting will be held at KingPins Portland on 6 May, 2023 at 11:00 AM. All members of the association are invited to attend this yearly meeting



## GR PORTLAND

PO Box 16880  
Portland, OR. 97292

E-mail:  
gpusbc@gpusbc.com  
Tournaments@gpusbc.com  
leagues@gpusbc.com

**The Greater Portland  
USBC Association**  
ensures the integrity  
and protects the future  
of the sport, provides  
programs and services  
and enhances the  
bowling experience.

### Did You Know?

The members on the Board  
of Directors are all  
volunteers? Board members  
donate their time and  
money to future the sport of  
bowling.

We're on the Web!

**GPUSBC.COM**

Sign up for our  
News Letter

## Managers Corner

Secretaries Please remember to notify the office of League ending date changes. With all the bad weather we have had, several league sessions were canceled, if your league voted to extend your league season please let us know. Send a email to:

Leagues@gpusbc.com

Thank you for your help with this matter.

## Board of Directors Spotlight

Rick Stone joined the board this year.

Rick is a valuable asset to the association as he brings years of league management experience as well as years of computer IT experience. If you happen to see Rick at your center please thank him for volunteering his time to make the Board of Directors a better board.



Written by: Debbie Huber