

POSITION PROFILE – INDIANA STATE USBC BA DISTRICT DIRECTOR

The function of a District Director of the Indiana State USBC BA, Inc., 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 Board of Directors.

NOTE: The length of service to the State Association is normally twelve (12) years.

Election is for terms of three years, unless nominated for the position of Vice-president.

COMMUNICATIONS

1. Contact each certified local association manager in the assigned District to have representation at the state tournament, annual Delegates Meeting and Jamboree.
2. Request information pertaining to each certified local association for the previous year for inclusion in the State Association Historical Yearbook.
3. Upon notification of nomination to the office of Third Vice-president, in writing, inform each local association manager of the assigned District within fourteen (14) days.

DISTRICT MEETINGS

1. Annually, Schedule and conduct a minimum of two (2) district meetings for the local associations in the assigned District.

ASSOCIATION MEETINGS

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

REPORTING RESPONSIBILITIES

1. At each established State Association Board meeting:
 - a. Submit a typewritten report of activities in the assigned District.
 - b. Submit a typewritten report of committee activities the incumbent Chairs.
2. Not later than the second week in August, for inclusion in the State Association 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 the incumbent Chairs.
3. Keep a copy of all correspondence received regarding IBA functions and/or activities.
4. Do not neglect Local Associations in the assigned District because of inconvenience or past problems. Take the opportunity to "Win a Friend".
5. Be honest; if the answer to a question is not immediately known, say so, and offer to find the correct answer.
6. Complete State Association Expense Forms and submit the same to the State Association Manager in a timely basis.

STATE ASSOCIATION FUNCTIONS

1. Attend all Board and Delegates Meetings, unless previously excused by the State Association President.
2. Attend all Jamborees, tournament opening ceremonies, Hall of Fame ceremonies and Award ceremonies, unless previously excused by the State Association President.

PROTOCOL

1. Have a copy of the State Association Operations manual available at all times.

To fill out an application by printing the attached forms and mail to:

Dan Cappa, Association Manager
3520 Wynfield Drive; Richmond, IN 47374; (765) 939-8641

**INDIANA STATE USBC BA, INC.
PERSONAL INFORMATION RESUME
PROSPECTIVE CANDIDATE FOR STATE ASSOCIATION BOARD OF DIRECTORS**

PERSONAL DATA

Name (First, Middle, Last) _____
Telephone (Area) Home: (____) _____ Bus: (____) _____ Marital Status: Married ___ Single ___
Home Address: _____
City: _____ Zip: _____ SSAN (Optional): _____

EDUCATION:	DATES		MAJOR	GRADUATION	
School Name/City:	From	To	STUDIES	Degree	Date
High School: _____					
College: _____					

Other Relevant Education, Skills, etc.

US MILITARY:			
Branch of Service	From / To	Highest Rank	Discharge:

BUSINESS/EMPLOYMENT EXPERIENCE: List present (or most recent) position 1st

Firm Name: _____

Type of Business Product: _____

Employment Dates: _____ Job Title: _____

Describe Duties:

**PERSONAL INFORMATION RESUME
(Continued)**

BUSINESS/EMPLOYMENT EXPERIENCE: List present (or most recent) position 1st

Firm Name: _____

Type of Business Product: _____

Employment Dates: _____ Job Title: _____

Describe Duties:

BOWLING HISTORY

Year You Started Bowling: _____

List Association/League offices that you have held and the term:

Have you represented your Association at State Association Functions Listed?

Annual Meeting: _____ Jamboree: _____ District Meeting: _____

Have you hosted or served on a Committee for an State Association Function Listed?

Tournament: _____ Hall of Fame: _____ Seniors: _____ Jamboree: _____

Other State Association Committees:

PERSONAL AND SOCIAL

List non-bowling organizations you are a member of, offices held and term:

List any hobbies or interests:

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