



**SECRETARY OF THE YEAR AWARD QUESTIONNAIRE**

Please provide answers about your League Secretary on the following questions. The answers should be directed to their duties and promoting bowling.

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

Why is your secretary the best: \_\_\_\_\_

\_\_\_\_\_

What makes your secretary unique: \_\_\_\_\_

\_\_\_\_\_

What does your secretary do to make your league special: \_\_\_\_\_

\_\_\_\_\_

Please provide any additional comments below: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Due by: February 18, 2011**

**Please fax or mail to the following address:**

**Greater Houston USBC Association  
Attn: Awards Committee  
2805 Bagby Street  
Houston, Texas 77006-2205**

**Fax Number: 713-524-3186**

**Email address: ghusbc@bowlhouston.com**

***Mission Statement***

***"The Greater Houston USBC Association Ensures the Integrity and Protects the Future of the Sport,  
Provides Programs and Services and Enhances the Bowling Experience"***



January 18, 2011

Dear League President and Members,

The Greater Houston USBC Association annually presents an award honoring an outstanding league secretary. The award is presented to the recipient during the GHUSBC Annual Meeting. Previous winners of the award include: Gloria Johnson (2010), Leslie Forsyth (2009), JoAnn Scace (2008) and Marsha Rudolph (2007).

In addition to the duties specified by USBC, a league secretary must go above and beyond the duties for this position. The attached questionnaire should be submitted in order for the league secretary to be considered for this award. Any person who bowls in the league can nominate the secretary for the award. In addition to the required secretarial duties, tell us what makes your secretary unique and special (i.e., newsletters, banquets, luncheons, birthday cards, photos, etc).

**Please submit the enclosed form by February 18, 2011 to nominate your league secretary.** Be sure to provide details in your comments describing how special he or she is to your league.

Please mail, fax or email the questionnaire to the GHUSBC Bowling Office.

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2805 Bagby Street  
Houston, TX 77006-2205

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(713) 524-3186  
Email:  
ghusbc@bowlhouston.com

#### **Criteria for GHUSBC Secretary of the Year Award**

The league secretary:

1. Must be a current member of the Greater Houston USBC.
2. Should promote bowling within the league(s) as well as promote and support tournament bowling and association activities (i.e., Membership meetings, etc).
3. Fulfills the duties of the league secretary in a timely manner as well as provides service above and beyond the duties listed in Rule102e.
4. May not be a member of the Greater Houston USBC Board of Directors.

Sincerely,

Cindy Givens-Berry, Chairman  
GHUSBC Local Awards Committee

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## 102e. Duties of the Secretary

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In addition to the duties specified by the board of directors, the secretary/league official shall:

1. Have every participant complete a membership card application and collect appropriate membership dues.
2. Forward the annual membership dues with completed league application and membership card applications to the local association manager(s) within 30 days after the league begins to bowl. Membership card applications and applicable fees for additional members shall also be forwarded to the local association manager(s) within 30 days of receipt.
3. Keep minutes of all league meetings, handle all league correspondence and notify the members or team captains of all league meetings.
4. Have a current standing sheet available for the members to see at each league session. The standing sheet shall contain the average, number of games and total pins for each member, and any scores eligible for special prizes the league issues. (For more information on completing standing sheets, see the League Operations Handbook.)
5. Be responsible for a record of the scores bowled by all team members and substitutes, and report scores that are eligible for USBC, state and local association awards.
  - a. Submit a completed award application within 20 days.
  - b. Notify the local association manager or authorized representative within 48 hours of scores that are eligible for USBC honor score recognition.
6. Give each member of the board a copy of the league rules and prize list and see that the league schedule is either posted in the bowling center or given to each team captain.
7. Give a copy of the final standing sheet to the league treasurer so the awards can be distributed.
8. Turn over to the newly-elected officer all league records, such as minutes of meetings, copies of rules and prize lists, league property, etc.
9. Furnish a list of individual averages to the local association manager(s), when requested. The list must show the full names and ID numbers of all bowlers who competed in the league, the number of games bowled, total pinfall and average for each bowler.
10. On request of the local association or USBC, provide a list of names and addresses of the league officers; and the names of captains and members in the league.
11. Notify league members of all local association meetings and any proposed changes in local association dues.

In youth leagues that do have a board, the secretary shall assist the league official in the responsibilities of the league secretary.

**NOTE:** In leagues using a computer and/or average service, the elected secretary remains responsible for all the duties specified in Rule 102e.

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