



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.

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

Fax:  
(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

#### ***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"***