

## **POSITION TITLE: NTBA ASSOCIATION MANAGER**

### **POSITION SUMMARY:**

The Association Manager directs the day-to-day operation of the Association and also is responsible for implementation of the priority issues and goals set by the Association Board along with the recommended CTF Performance Standards. The Association Board monitors the performance of the Association Manager and performs evaluations periodically.

### **SUPERVISED BY:**

#### 1. Overall Responsibilities:

- The Association Manager reports to the Association President/Board and is responsible for overseeing the operations of the Association, providing administrative support and the coordination of services necessary to comply with CTF association performance standards

#### 2. Qualifications:

- The individual should have knowledge of bowling; management, office and organizational skills; basic computer skills experience with appropriate membership software, MS Word preferred; strong communication skills, 2 years' sales and marketing/public relations experience preferred; 3 years on local CTF, ABC, WIBC, YABA board

#### 3. Reports to/reporting Relationships:

- The Association Manager reports to and is employed by the board, who will allocate additional human and financial resources on a task basis as necessary
- The Association Manager reports to the Association Board on a regular basis (at least quarterly); to CTF as required; and to the association membership as needed
- If staffed, the paid clerical assistant will report directly to the Association Manager
- The Association Manager gets reports from staff and committee chairs
- Volunteers assigned to support the Association Manager will report to the Association Manager for those tasks assigned by NTBA President/Board

#### 4. Duties:

The tasks for which the Association Manager will be responsible may include, but not be limited to:

- Working in conjunction with the NTBA Board, adheres to CTF performance standards and applies for charter renewal every 5 years as required by CTF
- Implementing and monitoring the strategic/action plan of the association and their progress
- Reporting on progress toward specific goals to the Association Board quarterly
- Responsible for the overall finance of the association. This would include preparing a budget for board approval and staying within the budget
- Overseeing volunteer activities
- Responsible for all Association correspondence
- Overseeing the use of appropriate membership software to enter and transfer information to CTF
- Notifying each league secretary, in writing, of the programs and services offered by the association
- Submitting reports to CTF and the Provincial Association as requested

- Possess the time to attend NTBA Board of Directors meetings on a Sunday afternoon for 2 to 4 hours, the ability to take minutes of these meetings, transcribe and email them to Board members
- NOTE: the Association Manager is NOT responsible for the operation of the tournament

5. Standards:

To the extent possible, each assigned task will have measurable standards, which will gauge performance. Some examples include completion of strategic plan, membership goals met and compliance with financial procedures (maintain budget). When CTF establishes standards for any task assigned, the standards set by the Association Board shall be at least as high as those set by CTF.

6. Recommended Education/Skill Requirements:

- Business management skills (finance, marketing, sell programs, organization, planning)
- Communication training or experience
- Knowledge of sport
- Inter-personal relationship skills
- Knowledge of current technology (computers, etc.)
- Proven promotional abilities
- Success increasing membership
- Success building the image of an organization

The location of the Association office would be determined by the NTBA Board and could be at the home of the Association Manager.