



SCOTCH BOARD POSITIONS

EXECUTIVE COMMITTEE POSITIONS-REVOLVING BOARD

- 2019 Tournament Director: Jay Lacey jaylacey01@gmail.com
 - 2019 Tournament Co-Director: Robert Volck RobertVolck@att.net
 - 2019 Assistant Director: Cece Lubieniecki c.lubieniecki50@gmail.com
 - 2019 Secretary: Brad Held Brad@bradheld.com
 - 2019 Treasurer: VACANT
 - 2019 Statistician: Barbara Mastrolia scotchstatistics@gmail.com
1. **The Tournament Director** will be the Chief Administrative Officer of SCOTCH for one year. The Tournament Director has the option to remain on the Executive Board at year end by committing to another consecutive three-year term. Year one as the role of Assistant Director, year two as role of Co-Director, and year three as role of Tournament Director. The Tournament Director also has the option of vacating from the role as Tournament Director by resigning from the Executive Committee at year end. The duties of the Tournament Director will be as follows:
- (A) To preside over the meetings of the Board.
 - (B) To call special meetings of the Board.
 - (C) To create, with the approval of the Board, the goals and objectives of all committees, and to coordinate the activities of the various committees within the organization.
 - (D) To obtain tentative bids, with the assistance of the Hospitality Chairperson, for bowling establishments and host hotels for the annual tournament and its guests, with negotiations being handled by the Tournament Director and the Hospitality Chairperson.
 - (E) To sign all contracts once approved by the Executive Board.
 - (F) To provide timely and relevant updates via social media before, during, and after the tournament with the assistance of the Tournament Secretary. This includes creating invites for all fundraising events.
 - (G) To create and implement fundraising activities to benefit the tournament prize fund and beneficiary organizations before and during the tournament approved by the Executive Board.
 - (H) To give periodic status reports on scheduled activities.
 - (I) To meet all necessary requirements of the USBC regarding sanctioning.

- (J) To notify members of all Board meetings.
 - (K) To file any required annual reports regarding the organization's status with the Illinois Secretary of State or other applicable agency. (Tyson Hurst-Holder)
 - (L) To work with other IGBO tournaments in swapping program book ads.
 - (M) To assist the entire Executive Committee and Extended Committee with any questions or concerns.
2. **The Tournament Co-Director** is year-two of the revolving three-year consecutive term. The Co-Director will serve as Co-Director for a one-year term and at year end will take on the role as Tournament Director. The Co-Director's primary duties and responsibilities will be as follows:
- (A) To assist the Tournament Director in all fundraising activities, services, programs or projects.
 - (B) To fulfill any specific duties as delegated by the Tournament Director.
 - (C) To be familiar with all organization initiatives and objectives.
 - (D) To be responsible and accountable for all tools such as banners, office supplies, rainbow tickets, printers, and other items SCOTCH owns.
 - (E) To oversee the Volunteer Chairperson activities leading up to and throughout the tournament weekend.
 - (F) To order any merchandise for the tournament weekend such as tournament polos, volunteer shirts and any additional merchandise.
 - (G) To assist the Statistician Chair to verify that all participant's average information is validated. Create folders with Statistician Chairperson for all bowler information using SCOTCH Google Drive.
 - (H) To assist the entire Executive Committee and Extended Committee with any questions or concerns.
3. **The Assistant Director** is year-one of the revolving three-year consecutive term. The Assistant Director will serve as Assistant Director for a one-year term and at year end will take on the role as Co-Director. The Assistant Director's primary duties and responsibilities will be as follows:
- (A) To develop relationships between SCOTCH and area businesses for purposes of encouraging monetary sponsorship of the tournament.
 - (B) To give periodic status reports.
 - (C) To work with Secretary on any necessary promotional materials such as banners, sponsorship letters, or mailings.
 - (D) To work with Secretary and Treasurer during the tournament weekend on side pot data entry and payouts for the tournament weekend.
 - (E) To assist the entire Executive Committee and Extended Committee with any questions or concerns.
4. **The Secretary** will serve as a two-year term and will have the option of serving as a year to year basis after the two-year term is completed. The Secretary will be the official recorder of all SCOTCH business, with primary duties as follows:
- (A) To record and disseminate minutes of all Board meetings.
 - (B) To interpret parliamentary procedures at all Board meetings.
 - (C) To maintain all matters of historical interest of the organization.
 - (D) To prepare tournament applications with assistance from Tournament Director.
 - (E) To be responsible of checking in participants and guests at the tournament.
 - (F) To prepare correspondence as requested by the Tournament Director.
 - (G) To disseminate copies of the bylaws to all Board members.

- (H) To disseminate the final standings to the bowlers by close of the tournament with assistance of Statistician Chairperson.
 - (I) To create all necessary forms, artwork, advertising, and materials with the assistance of Graphic Designer and Tournament Director.
 - (J) To update the website with assistance from Website Chairperson before, during, and after the tournament with timely information.
 - (K) To work with the Website Chairperson on rectifying any online issues.
 - (L) To design and produce the official souvenir program with the assistance of graphic designer.
 - (M) To work with other committee members on any signage and/or marketing materials and/or website updates needed before and during the tournament.
 - (N) To assist the entire Executive Committee and Extended Committee with any questions or concerns.
5. **The Treasurer** will serve as a two-year term and will have the option of serving as a year to year basis after the two-year term is completed. The Treasurer will be the financial officer of SCOTCH with primary duties as follows:
- (A) To receive, expend, and record all monies on behalf of the organization within the guidelines set by the Executive Committee.
 - (B) To present financial reports on the activities of the organization.
 - (C) To maintain appropriate records which properly reflect the financial transactions of the organization.
 - (D) To disseminate prize notices at the end of the tournament.
 - (E) To provide a final, all-inclusive financial statement at the end of the fiscal year, including a statement of revenues and expenses.
 - (F) To prepare and file any tax or annual information returns required of the organization or provide to an accountant approved by the Executive Committee the information necessary to prepare and file such returns.
 - (G) To provide working budgets for each committee.
 - (H) To assist the entire Executive Committee and Extended Committee with any questions or concerns.
6. **The Statistician** will serve as a two-year term and will have the option of serving as a year to year basis after the two-year term is completed. The Statistician's primary duties are as follows:
- (A) To verify all participant's average information is validated with assistance from the Tournament Co-Director.
 - (B) To designate lanes assignments.
 - (C) To assist the Tournament Director with the final report to USBC and IGBO on completion of the tournament.
 - (D) To be responsible for the tabulation and computation of results information after each tournament event and submit to secretary for side pot data entry.
 - (E) To prepare a list of complete standings and awards to incorporate into the final standings and submit to the secretary before the opening of the Awards Banquet.
 - (F) To assist the Treasurer at the Prize Table during the Awards Banquet.
 - (G) To assist the Secretary with check-in of participants during registration.
 - (H) To assist the entire Executive Committee and Extended Committee with any questions or concerns.

EXTENDED COMMITTEE CHAIRPERSONS

- 2019 Hospitality Chairperson: Jeffrey Kash Jeffrey.kash@elevationscu.com
 - 2019 Hospitality Chairperson: Gina Trebiani ginatrebiani@gmail.com
 - 2019 Volunteer Chairperson: Don Snyder electricityboy@att.net
 - 2019 Graphic Designer Chairperson: Mike Gaudreau wilde3cdesign.mg@gmail.com
 - 2019 Web Site Chairperson: Scott Weston
 - 2019 Bracket Master Chairperson: Brian Fischer Brian@bkfcomputers.com
1. **The Hospitality Chairperson(s)** will serve as a one-year term and will have the option of serving as the role the following year. The Hospitality Chairperson's primary duties are as follows:
 - (A) To coordinate and implement hospitality during the tournament, including responsibility for the hospitality suite at the host hotel. (No hospitality suite for 2019)
 - (B) To be knowledgeable of all event times, locations, and sponsors during the tournament weekend.
 - (C) To coordinate and distribute the hospitality packets for participating bowlers and their guests.
 - (D) To organize a welcome reception on Saturday night of the tournament weekend for participants and their guests.
 - (E) To coordinate the program, menu, decorations, ticket sales, entertainment, and all phases of the preparation and implementation of the banquet, approved by the Board.
 - (F) To collect and secure all properties of SCOTCH (including articles lent to it) remaining in the room after the function.
 - (G) To select and order all trophies and awards approved by the Board.
 2. **The Volunteer Chairperson** will serve as a one-year term and will have the option of serving as the role the following year. The Volunteer Chairperson's primary duties are as follows:
 - (A) Solicit volunteers to enlist their help during the tournament weekend.
 - (B) Coordinate each volunteer's activities based on their strengths and interests.
 - (C) Communicate with volunteers on all tournament details.
 - (D) Oversee volunteer(s) activities throughout the tournament weekend with assistance of Tournament Co-Director
 - (E) Coordinate any "thank you" activity or remuneration (i.e., post-tournament dinner, gift cards, and pizza after each shift)
 - (F) Volunteer roles may include but are not limited to: Registration, goody bag distribution, Mega Brackets, Scratch Masters, side pot signups, raffle tickets, brackets, banquet check-in, and banquet raffles.
 - (G) Collect names and emails of all volunteers and copy Tournament Co-Director for all emails distributed to volunteers.
 3. **The Graphic Designer Chairperson** will serve as a one-year term and will have the option of serving as the role the following year. The Graphic Designer Chairperson's primary duties are as follows:
 - (A) To work with Executive Committee on any graphic art that is needed for design such as: ad swaps, fundraisers, banquet program guide, and any additional advertising.
 - (B) To keep a cohesive marketing campaign using the SCOTCH branding.

- (C) To communicate execution deadlines on projects pertaining to design.
4. **The Website Chairperson** is a one-year term and will have the option of serving as the role the following year. The Website Chairperson's primary duties are as follows:
 - (A) To update the website with assistance from Secretary Chairperson before, during, and after the tournament with timely information.
 - (B) To update and maintain the online registration form.
 - (C) To work with the Secretary on rectifying any online issues.
 5. **The Bracket Master Chairperson** is a one-year term and will have the option of serving as the role the following year. The Bracket Master Chairperson's primary duties are as follows:
 - (A) To verify that bracket sign-up sheets are ordered and are carbon copied with a master, a yellow carbon and pink carbon copy.
 - (B) To set up bracket table for sign-up during registration and throughout the duration of singles, doubles and team.
 - (C) To be responsible for the tabulation and computation of bracket results after each event.
 - (D) To be responsible for all cash payouts and log signatures of winnings from individuals.
 - (E) To communicate all unclaimed winnings to the treasurer for award mailings.