

# SCOTCH BOARD POSITIONS

## EXECUTIVE COMMITTEE POSITIONS

1. The Director or Co-Directors will be the Chief Administrative Officer(s) of SCOTCH. In the event there are two Co-Directors, one may act on behalf of both. The primary duties of the Director or Co-Directors 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 entire Board, for bowling establishments and host hotels for the annual tournament and its guests, with negotiations being handled by the Co-Directors and the Secretary.
  - (E) To sign all contracts once approved by the Board of Directors.

**Note: Director position is not up for election for the 2017 tournament**

2. The Assistant Director's primary duties and responsibilities will be as follows:
  - (A) To assist the Director(s) and other E.C. members on any programs, services, or projects.
  - (B) To fulfill any specific duties as delegated by the Director(s).
  - (C) To be familiar with all organization initiatives and objectives.
3. The Secretary will be the official recorder of all SCOTCH business, with primary duties and responsibilities as follows:
  - (A) To record and disseminate minutes of all Board meetings.
  - (B) To interpret parliamentary procedures at all meetings of the Board.
  - (C) To maintain all records and matters of historical interest of the organization.
  - (D) To meet all necessary requirements of the USBC regarding sanctioning.
  - (E) To prepare the tournament applications.
  - (F) To be responsible for the checking in of the participants at the tournament.
  - (G) To notify members of all Board meetings.
  - (H) To prepare correspondence as requested by the Director(s).
  - (I) To disseminate copies of the bylaws to all Board members.
  - (J) To disseminate the final standings to the bowlers by close of the tournament.
  - (K) To file any required annual reports regarding the organization's status with the Illinois Secretary or State or other applicable agency.

**Note: Secretary position is not up for election for the 2017 tournament**

4. The Treasurer will be the financial officer of SCOTCH with primary duties and responsibilities as follows:
  - (A) To receive, expend, and record all monies on behalf of the organization within the guidelines set by the E.C.
  - (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 assist the Secretary with the final report to USBC and IGBO on completion of the tournament.
  - (F) To provide a final, all-inclusive financial statement at the end of the fiscal year, including a statement of revenues and expenses.
  - (G) To prepare and file any tax or annual information returns required of the organization, or provide to an accountant approved by the E.C. the information necessary to prepare and file such returns.
  - (H) To provide working budgets for each committee.

#### EXTENDED COMMITTEE CHAIRPERSONS

5. The Fundraising Chairperson's primary duties and responsibilities will be as follows:
  - (A) To create and implement fundraising activities to benefit the tournament prize fund and beneficiary organizations before and during the tournament approved by the Board. The Board will from time to time designate beneficiary organizations at its discretion.
  - (B) To give periodic status reports on scheduled activities.
  - (C) To work with the Secretary and Marketing Committee on notices which pertain to fundraising activities.
  - (D) To solicit, with the assistance of the Secretary, prospective corporate sponsor(s) for the sole purposes of funding assistance for SCOTCH.
6. The Sponsorship Chairperson's primary duties and responsibilities are as follows:
  - (A) To develop relationships between SCOTCH and area businesses for the purpose of encouraging monetary sponsorship of the tournament.
  - (B) To give periodic status reports on scheduled activities.
  - (C) To work with other committees on any necessary promotional materials.

7. 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.
  - (B) To coordinate and distribute the hospitality packets for the participating bowlers and their guests.
  - (C) To organize a welcome reception on the night prior to the tournament for all participants and their guests.
  
8. The Statistician Chairperson's primary duties are as follows:
  - (A) To verify that all participants' average information is validated.
  - (B) To designate lane assignments.
  - (C) To be responsible for the tabulation and computation of the standings information the various events.
  - (D) 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.
  - (E) To assist the Treasurer at the prize table.
  - (F) To assist the Secretary with check-in of participants at the Tournament.
  
9. The Marketing Chairperson's primary duties and responsibilities are as follows:
  - (A) To create all necessary forms, artwork, advertising, and materials.
  - (B) To design and produce the official souvenir program.
  - (C) To recommend to the Board official SCOTCH souvenirs and to coordinate the creation of any such approved souvenir items.
  - (D) To distribute posters, news releases, social media messaging, and all materials of promotional nature.
  - (E) To work with other committees on any signage and/or marketing materials and/or web site updates needed before and during the tournament.
  - (F) To work with other IGBO tournaments in swapping program book ads.
  
10. The Social Media Chairperson's primary duties are as follows:
  - (A) To provide timely and relevant updates via social media (Facebook, Twitter, etc.) before, during, and after the tournament.
  - (B) To give periodic status reports on scheduled activities.
  
11. The Web Site Chairperson's (webmaster's) primary duties are as follows:
  - (A) To update the web site before, during, and after the tournament with timely information.
  - (B) To update and maintain the online registration form.
  - (C) To work with the Director(s) on rectifying any online issues.

12. The Banquet Chairperson's primary duties are as follows:
  - (A) To coordinate the program, menu, decorations, ticket sales, entertainment, and all phases of the preparation and implementation of the banquet, approved by the Board.
  - (B) To collect and secure all properties of SCOTCH (including articles lent to it) remaining in the room after the function.
  - (C) To select and order all trophies and awards approved by the Board.
  
13. The Volunteer Coordinator's primary duties are as follows:
  - (A) Solicit volunteers to enlist their help during tournament weekend.
  - (B) Coordinate each volunteer's activities based on their strengths and interests.
  - (C) Communicate with volunteers on all tournament details.
  - (D) Oversee the volunteers' activities throughout the tournament weekend.
  - (E) Coordinate any kind of "thank you" activity or remuneration (i.e., post-tournament dinner, gift cards, etc.).
  - (F) Volunteer roles may include but are not limited to: Registration, goody bag distribution, Megabrackets, Scratch Masters, side pots signup, raffle tickets, brackets, banquet check-in, and banquet raffles.