

WESTERN BCA ANNUAL MEMBERSHIP MEETING

POSITION DESCRIPTIONS

May 6, 2012

MEMBERS-at-LARGE

Members-at-Large have no particular duties or responsibilities other than to have the best interests of the association at heart. This "position" is for those individuals who have the desire or expertise to be beneficial to the association but for whatever reason cannot obtain membership in the usual way (by being a League Operator or Player Rep). Upon election and payment of their Western BCA dues (\$10), Members-at-Large have full membership status and voting rights.

OFFICERS

- The President is involved in all aspects of the Association. He/she must, among other things, be a leader, an administrator, a manager, an arbitrator and be able to prioritize compromise, delegate and motivate. The President bridges the gap between the Board of Directors and the Membership. It is helpful if the President has management experience. The President will:
 1. Preside at all meetings.
 2. Carry out all orders and resolutions of the Association.
 3. Appoint three Board of Director members to act as Western BCA Grievance Committee as needed;
 4. Serve as an ex-officio member on all committees;
 5. Prepare an annual budget for submission to the Board of Directors for review;
 6. Carry out other duties as prescribed by the Association, and/or the Association's Policies and Procedures.
- The Vice-President is to be available when the president is temporarily unable to fulfill his/her responsibilities. Should the President step down, the Vice President will assume the duties of the president until a permanent replacement is chosen at the next membership meeting. The Vice-President must be familiar with the Policies and Procedures of the Association and be able to carry out any other duties as assigned by the President and in accordance with those Policies and Procedures.
- The Secretary handles all the correspondence of the Association and is the keeper of all the Association's records. The Secretary is expected to attend all membership meetings. The Secretary should have clerical experience and/or training and be familiar with all Association Policies and Procedures pertinent to the position. He/she must be able to allot sufficient time to meet the deadlines imposed ensuring that all documents are in proper form and are delivered in a timely fashion. Specifically, the Secretary will:
 1. Maintain and update as needed a roster of all Association members for the purpose of determining a quorum at all membership meetings.
 2. Send to all registered members a meeting notice, agenda and any supporting documents 14 days prior to any meeting.
 3. Determine that a quorum is present so any membership meeting can be called to order.
 4. Record, transcribe and distribute minutes of all Association meetings according to Association Policies and Procedures.
 5. Maintain an official minutes' book containing approved minutes of all Association, Board of Directors and Committee meetings, Bylaws and Bylaws revisions.
 6. Handle Association correspondence.
 7. Manage the annual League Sanctioning process.
- The Treasurer must have sufficient bookkeeping/accounting training/education/experience as well as knowledge of the bookkeeping system used by the Association to adequately fill this position. He/she must have the time needed to complete the tasks realizing that many are tied to a deadline. He/she must attend both regional tournaments to oversee payouts and have a trained staff in place at each Casino Tour Stop for payouts if he/she cannot attend.

1. Prepare and present financial reports/statements at Association meetings.
2. Pay Association bills.
3. Reconcile bank statements.
4. Compile and maintain all financial information required for year-end tax preparation and deliver same to contracted tax preparer.
5. Manage tournament finances as prescribed by the Association's Policies and Procedures.

BOARD OF DIRECTORS

To effectively serve on Western BCA's Board of Directors, candidates should have:

- A thorough knowledge of Western BCA history;
- An understanding of the Association's mission in order to assist in setting the Association's direction and goals;
- A general knowledge of pool and the primary pool league organizations in the United States;
- An understanding of open versus league pool tournament and payout structure;
- An understanding of player concerns and desires as they relate to the association's mission;
- A willingness to devote time and fair consideration of issues as needed, either in person or via electronic means; and
- The ability to work with others in a positive and constructive manner and thus be welcomed as leaders amongst association members and players alike.
- Board members must set aside their own interests and be responsive and impartial to the needs of the Association.

The BOD supervises implements, establishes, controls, and directs the affairs and policies of the Association as prescribed by applicable Oregon Revised Statutes, the applicable rules and procedures of BCAPL, the Bylaws of the Association and such Policies and Procedures as may be adopted by the Members of the Association.

The Board occasionally must attend to Association business that arises between membership meetings when time is a factor or deal with an issue that is more sensitive in nature than the routine business of the Association.

The Board has an annual meeting coinciding with the Association annual meeting but otherwise generally transacts its business via email.

Further, the Board of Directors:

1. Oversees the production of Western BCA tournaments.
2. Reviews the annual budget as submitted by the President for approval by the Members of the Association.
3. Recommends annual dues for approval by the Members of the Association.
4. When activated, three Directors will act as a Grievance Committee for the purpose of resolving player and/or Member grievances.