



## SECRETARY OF THE YEAR (MAN OR WOMAN)

Amarillo USBC will be honoring a league secretary by naming him or her as “SECRETARY OF THE YEAR”. Please give us your help by submitting your nomination for a “special secretary”. Deadline for this Award is **APRIL 15, 2024**.

SECRETARY’S NAME \_\_\_\_\_

LEAGUE (Women, Men or Mixed & a Sanctioned Bowl) \_\_\_\_\_

Has Been League Secretary \_\_\_\_\_ Years.

The following are the qualifications to be considered: Write short comments in each area of qualifications and overall comments at the end of the form or on another sheet.

**ATTITUDE – Communication & Cooperation with:**

- 1. League President
- 2. League Board of Directors
- 3. League Members
- 4. Bowling Center Personnel
- 5. Association Manager

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**SERVICES TO League Members:**

- 1. Notification of Meetings.
- 2. Verifying Averages.
- 3. Minutes of Meetings.
- 4. Legible & Accurate Standings.
- 5. Returns reports to Assoc. Manager.
- 6. Makes Weekly League Deposits.
- 7. Maintains complete accounting of Receipts & Disbursements.

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**OTHER COMMENTS:**

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**Submitted by:** \_\_\_\_\_ **Date** \_\_\_\_\_

**PLEASE MAIL THIS FORM TO ANY OF THE FOLLOWING BY APRIL 15, 2024:**

**Randy Ingram, P O Box 50325, Amarillo, TX 79159, Association Manager  
Mary Ingram, P O Box 50325, Amarillo, TX 79159, Association Vice President**

Form is available on our website at <http://www.amausbc.org>

