**Section 1.**

Duties of the Chairman and Vice-Chairman of The Committee.

1. Duties of the Chairman shall be to:
2. Call all meetings of The Committee, whether Executive or General.
3. Preside at all meetings of The Committee.
4. Provide information relating to SIR Bowling Tournaments to new Branches.
5. Approve payment of actual and necessary expenses of members to The Committee.
6. Form Policy and Operations subcommittees as requested by the Policy and Operations Advisors to further the accomplishment of their duties. The Policy and Operations advisors shall be Chairmen of such subcommittees, which they may choose to be either standing or ad hoc.
7. Procure all required trophies, plaques and awards for SIR Bowling Tournaments.
8. Present Trophies, Plaques and Awards earned at SIR Bowling Tournaments to those earning them.
9. Represent The Committee at SIR Inc. General Meetings.
10. Encourage Region, Area and Branch bowling leaders to utilize the bowling activity to attract new SIR members.
11. Be present at the annual audit of The Committee.
12. Duties of the Vice-Chairman shall be to assume the duties of the Chairman, when the Chairman is unable to perform his duties.

**Section2.**

Duties of the Secretary and Assistant Secretary of the Committee.

A. Duties of the Secretary shall be to:

1. Prepare and keep the minutes of all meetings of The Committee. A copy of the minutes of each meeting shall be posted on the SIR website within thirty (30) days following the meeting.
2. Ensure that Bylaws, Standing Rules, and Tournament Guidelines are physically modified and/or updated in a timely manner to reflect changes approved by the Executive Members of The Committee, and ensure current versions of these documents are posted on the SIR Bowling website.
3. Issue all notices of meetings as directed by the Chairman of The Committee.
4. Send a TM’s package sixty days in advance of his tournament that contains: (An individual TM may request that the package contents, and the method of delivery, be tailored to his specific needs.)
5. Mailing labels containing addresses of members of The Committee, Area Bowling Chairman, Branch Bowling Chairmen and TM’s.
6. Any current amendments to the SIR Tournament Guidelines.
7. A Tournament Financial Statement Form. (Reference: Article IV, Section 3, A, 6.)

B. Duties of the Assistant Secretary shall be to assume the duties of the Secretary, if and when the Secretary is unable to perform his duties.

**Section 3.**

Duties of the Treasurer and Assistant Treasurer of The Committee.

A. Duties of the Treasurer shall be to:

1. Keep accurate and complete records of all financial transactions pertaining to the receipt and distribution of funds subject to control by The Committee.
2. Deposit all funds received by The Committee, including those from The Fee (Reference: Article IX, Section 1) in an established banking facility in a single account under the name, “SIR State Bowling Committee”, using the Corporate tax identification number (TIN). Two signatures shall be required on all checks or other withdrawals from this account in excess of five hundred ($500.00) dollars. The Chairman, the Treasurer and the Secretary of The Committee shall be authorized to sign such documents.
3. Prepare an updated financial report for submission to the Chairman of The Committee at each General meeting. A copy of this report will be sent to the SIR State Treasurer.
4. Prepare The Committee’s annual budget for the following calendar year for submission to the Chairman by the first week in August. A copy of this budget will be sent to the SIR State Treasurer.
5. Comply with the provisions of Corporate Standing Rule thirty seven (37), which includes preparation and submission to the Chairman of The Committee, the SIR State Treasurer and the SIR State President, a quarterly financial report showing receipt, disbursement and amount on hand of all funds in his possession.
6. Develop a blank Tournament Financial Statement form.
7. Be present at the annual audit of The Committee.
8. Conduct audits of SIR Bowling Tournaments as required by SIR, Inc.
9. Prepare required audit forms.
10. Prepare list of documents required of Tournament Managers.
11. Select audit date, time and place.
12. Select Committee members to conduct audit. (Added 8-6-2013)

B. Duties of the Assistant Treasurer shall be to assume the duties of the Treasurer when the Treasurer is unable to perform his duties.

**Section 4.**

Duties of the Policy Advisor of The Committee shall be to:

1. Review and study the activities of SIR and its Branches pertaining to SIR Bowling activities. After approval by The Committee, his recommendations proposing changes in Corporate Bylaws, Standing Rules and Guidelines shall be submitted to the SIR State President.
2. Conduct other studies related to SIR Bowling as may be directed by the SIR State President or the SIR State Board of Directors.
3. Work with the State Growth and Membership Committee to develop programs, brochures and publicity to attract prospective SIR members from the bowling community.
4. At the annual General Meeting held the first week of February during the current Chairman’s final year of office, appoint a three (3) member ad hoc committee for the purpose of selecting a candidate for Chairman of The Committee. By the first week in August, he shall present its candidate to the present Chairman and to the Executive Board for a vote of approval prior to further presentation to the Corporate President.
5. Review and recommend to the Executive Board of The Committee changes in the Bylaws and Standing Rules of The Committee as he determines to be necessary or desirable to the furtherance of the duties and responsibilities of The Committee.
6. Review actual and necessary expenses of the Chairman of The Committee prior to payment by the Treasurer of The Committee.

**Section 5.**

Duties of the Operations Advisor of The Committee shall be to:

1. Gather and disseminate ideas and suggestions related to SIR Bowling.
2. Be responsible for developing and/or overseeing the development of the SIR Bowling Tournament Bowling Average (SBTA) and posting the current results each quarter on the SIR bowling website.
3. Instruct Tournament Managers, upon request, how to run their tournaments so as to conform to Standing Rules and Guidelines of SIR Inc. and The Committee.
4. Review all tournament application forms prior to their mailing and posting on The Corporate website. The Operations Advisor may submit draft applications to the Policy Advisor and Website Manager for additional review.
5. Review all draft tournament results and notify the Tournament Manager of any required changes. The Operations Advisor may also submit draft tournament results to the Policy Advisor and Website Manager for additional review. Once tournament results are accepted, the Operations Advisor forwards the results to the Website Manager for posting on the Corporate Website and notifies the Tournament Manager to distribute the prize funds.
6. Recommend through the Chairman of The Committee to the SIR State Board of Directors, at the first regularly scheduled meeting of the SIR State Board of Directors in the calendar year, a schedule of the SIR Bowling Tournaments (Bowling Calendar) to be held during the following year, with the understanding that unusual circumstances may dictate changes.
7. Exercise management oversight of the annual SIR State Bowling Tournament, including, but not limited to, site selection, review of entry forms and tournament results, and payment of awards and expenses.
8. Submit the annual schedule of SIR Bowling Tournaments to the Website Manager for posting on The Corporate website.
9. Back up and assist the Secretary of The Committee to ensure that Bylaws, Standing Rules and Tournament Guidelines are physically modified and updated to reflect changes approved by the Executive Members of The Committee.

**Section 6.**

Duties of the Website Manager of The Committee shall be to:

1. Publish the annual schedule of SIR Bowling Tournaments on The Corporate website.
2. Publish entry forms for SIR Bowling Tournaments on The Corporate website.
3. Publish the results of each SIR Bowling Tournament on The Corporate website.
4. Publish on The Corporate website such other information as may be requested by The Committee including contact information for members of the Executive Committee, and approved minutes of the General and Executive Committee meetings.
5. Develop, refine and post on The Corporate website Application Templates that are easy for bowlers to fill out and easy for the Operations Advisor to review.