

New Mexico High School Association (NMHSBA) Policy

1. Purpose
 - a. Provide guidance to the board and association manager on what and how tasks other than those identified in the By-Laws that need performed.
 - b. This document shall not be in conflict of the By-Laws.
 - c. This document should be considered as a living and breathing document and updatable with board approval.
2. Definitions
 - a. A policy is a general statement of what is required.
 - b. A procedure is provides a detailed explanation – a step by step workflow – of how the policy is implemented.
 - c. Board includes officers and directors.
 - d. Officer is the President or Vice-President.
3. Duties
 - a. Officers
 - i. Preside at meetings.
 - ii. Appoint all committees with board approval, except Nomination.
 - iii. Ensure committees are functioning.
 1. Review committee binders
 - iv. Shall review all official NMHSBA communication before sent.
 - v. Assists Association Manager as needed to meet association requirements.
 - vi. Shall be ex officio member of all committees.
 - b. Board
 - i. Review and approve, including but limited to:
 1. President's committee appointments
 2. Changes to Policy and Procedures
 3. Committee recommendations
 4. Tournament schedule
 - ii. Participate on at least one committee
 - iii. Work tournaments
 - iv. Recruit
 - c. Association Manager
 - i. Secretary
 1. Maintain copies of all NMHSBA documents

2. Develop and maintain contact list of officers and board members with at least phone numbers and e-mail addresses.
3. Develop and maintain board term expiration list
4. Develop and maintain list of schools, and their associated coaches and students.
5. Develop and maintain a 5-year committee member list that contains this year and the previous 4. This will aide in identifying who you could go talk to in the future that was on the committee
6. Develop and maintain tournament schedule for board approval
7. Maintain tournament workers schedule that is provided by the tournament committee.
8. Compute and maintain bowling averages weekly
9. Publish necessary documents *electronically* to board members, including but not limited to:
 - a. Board member contact list
 - b. High School with Coaches contact list
 - c. By-Laws
 - d. Policy and Procedures
 - e. Meeting Minutes
 - f. Tournament Schedule
 - g. Tournament Worker schedule
 - h. Weekly Averages
10. Publish necessary documents *electronically* to coaches, including but not limited to:
 - a. Entry Form
 - b. Tournament guidelines
 - c. Tournament Schedule
 - d. Weekly Averages
11. Meetings
 - a. Draft agenda based on board input
 - b. Draft and maintain minutes (how long?)
 - c. Send meeting notification
12. Setup Tournaments
 - a. Confirm center
 - b. Receive entry information
 - c. Enter entries
 - d.
13. Develop backup process of files and/or databases in support of NMHSBA.

ii. Treasurer

1. Maintain Banking.
 - a. Weekly Deposits
 - b. Paying bills
 - i. Bowling Center

2. Present budget document reflecting current status at board meetings
3. Maintain Scholarship account and present as needed at board meetings.
4. **Develop for board approval Association budget, including costs and revenue, for submission to NMAA at conclusion of season.**

d. Committees

i. All

1. Determine a chairperson that has overall responsibility of committee, its reports, and its procedures binder
2. Each committee will have at least one director that has two or three years remaining on their term.
3. Officers are ex officio members
4. The chairperson develops/updates the *electronic* documents and maintains a master binder of the committee's actions (procedures, minutes, documents, etc). The electronic documents shall be provided to the Association manager within one week of its development or update.
5. Bring recommendations to board for approval
6. Complaints or identified issues will be provided to the responsible committee for review and recommendation

ii. Financial/Ways and Means

1. Consist of at least three members
2. Monthly audit of NMHSBA account and provide report to President.
3. Shall maintain copy of bank statement
4. Develop Budget document with Association Manager that Association Manager will use to present at board meetings.

iii. Tournament

1. Consist of at least three members
2. Develop and update viable tournament formats.
3. Develop and update center tournament guidelines.
4. Develop and update coach tournament guidelines.
5. Provide Association manager list of board members scheduled to work.

iv. Nominating

1. Responsible for developing nomination slate at annual meetings
2. Consist of at least three members. A person up for election may not be a member of this committee.

4. Communications

- a. In accordance with the NMHSBA By-Laws, the President is the spokesperson for NMHSBA. However, to ensure discussions are not precluded, the Vice-President and/or Association Manager may be requested to communicate between NMHSBA and NMAA.
- b. Keep coaches abreast of board intentions and activities.
- c. All official NMHSBA communication or guidance inferred as NMHSBA guidance shall include the President and Vice-President.

5. Meetings

- a. Board and Annual meetings:
 - i. Notification will be provided at least 15 days in advance.
 - ii. Agenda drafted by Association Manager based on input of board
 - iii. Minutes recorded by Association manager

6. Bank Account

- a. Signatures shall be Association Manager, President, and Vice-President
- b. Verified monthly by Financial Committee
- c. Bank statements shall be mailed to President
- d. President shall provide to Association Manager and provide copy to Audit committee

7. Scholarships

- a. NMHSBA shall maintain a scholarship account with SMART.
- b. The President, Vice-President, and Association Manager shall be listed on the account as the Point of Contacts (POCs).
- c. All POCs shall have access to the account (Username/Password).
- d. Must be submitted within 30 days of completed scholarship event.
- e. An annual status of the account shall be provided at the annual meeting.