



Greater Pittsburgh USBC – Director Application

DUTIES & RESPONSIBILITIES: The duties and responsibilities include, but are not limited to the following:

- Discharge duties as outlined in the Greater Pittsburgh USBC bylaws and policies, and as assigned by the Greater Pittsburgh USBC President
- Be prepared to adapt
- Read material provided and be prepared to engage in subsequent discussion
- Attend Greater Pittsburgh USBC Board meetings, charity events and other Greater Pittsburgh USBC sponsored activities
- Be available for Board meeting and conference calls
- Comply and adhere to Greater Pittsburgh USBC rules and regulations
- Possess working knowledge of Greater Pittsburgh USBC bylaws, rules, and other applicable policies
- Become knowledgeable concerning the duties of Directors
- Support Greater Pittsburgh USBC Board decisions independent of personal motivations
- Sign and adhere to Greater Pittsburgh USBC's confidentiality agreement
- Sign and adhere to Greater Pittsburgh USBC's conflict of interest agreement
- Be available for Greater Pittsburgh USBC Committees in-person meetings and/or conference calls
- Actively engage in regular communication with the Committee Chairs and Association Manager

QUALIFICATIONS:

- All applicants must hold a current USBC membership
- Willingness to serve and represent the best interest of the organization
- Excellent verbal and written communication skills
- Strong organizational, multi-task management, analytical and problem-solving skills
- Ability to adapt and remain open-minded when faced with challenges
- Diplomacy and ability to be effective in stressful situations
- Experience working in a team environment
- Successful completion of USBC's Registered Volunteer Program, if appointed or elected to the Board
- Have access to an email account and the ability to respond promptly when necessary