



# Volunteer Position Profile for Darts Alberta Second Vice President

– Updated September 11, 2010 –

## SUMMARY

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The primary role of the Second Vice President is to be accountable for grassroots development programs and initiatives on behalf of the organization. Although not mandatory, the ideal principle of the Second Vice President position would be to provide the opportunity to develop the necessary skills, experience and knowledge for an individual with the goal of advancing to the position of the First Vice President.

## DUTIES & RESPONSIBILITIES

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The duties and responsibilities of the Second Vice President include but are not limited to:

- ▶ Performing the duties of the First Vice President during an unplanned emergency absence or departure or when the First Vice President is required to act as President (CEO).
- ▶ Accountability for all aspects of the Darts Alberta Grassroots Program, including ensuring all administrative functions of the program are performed such as:
  - Disseminating nomination packages to solicit grassroots nominees from Member Leagues.
  - Disseminating invitation packages to solicit eligible grassroots level members and elite competitors to participate in the Annual DART Pro-Am Championship.
  - Collecting registration entries for the Annual DART Pro-Am Championship.
  - Securing a venue and the necessary equipment to host the Annual DARTS Pro-Am Championship.
  - Arranging meals and awards for the Annual DART Pro-Am Championship.
  - Financial accountability of the Annual DART Pro-Am Championship.
- ▶ Appointing adjudicators for the Annual DART Pro-Am Championship, as required.
- ▶ Monitoring entries for the Annual DART Pro-Am Championship.
- ▶ Assisting with enhancing the skills of grassroots level athletes.
- ▶ Participating in Darts Alberta Board of Directors Meetings.
- ▶ Submitting articles for the Darts Alberta newsletters.

- ▶ Participating in Sub-Committee meetings as required.
- ▶ Performing such duties as may be assigned by the Board of Directors.

In the event of an unplanned emergency absence or departure, the Second Vice President shall be crossed trained as a back-up for the following programs and services:

- ▶ Member League Championship Program
- ▶ Volunteer Recognition Programs

## SKILLS & QUALIFICATIONS

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Although this is a volunteer position, it is critical that the Second Vice President have some, if not all, of the following skills and experience in order to ensure the future success of the Society:

- ▶ Knowledge and experience in the administration of the sport of darts.
- ▶ Good verbal and written communications skills.
- ▶ Good interpersonal skills essential to dealing effectively with a diverse group of individuals.
- ▶ Fair knowledge of all Darts Alberta policies.
- ▶ Good knowledge of the rules and formats of the Grassroots Program would be an asset.
- ▶ Accreditation in NCCP Coaching for the Sport of Darts would be an asset.
- ▶ Desire to develop the necessary skills required of the Darts Alberta First Vice President and/or President would be an asset.
- ▶ Proficient in electronic communications.
- ▶ Competent in Microsoft Excel, Word and PowerPoint would be an asset.

## TERM, PROCESS & TIMELINES

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Term: Two Years (July 1 to June 30)

Process: Election

Timelines: Elected at the Annual General Meeting (during years ending with an odd number).

## COMMITTEE PARTICIPATION

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The Second Vice President is a member of:

- ▶ Darts Alberta Board of Directors
- ▶ Darts Alberta Appeals Sub-Committee
- ▶ Darts Alberta Nominations Sub-Committee (during years ending with an even number)
- ▶ Other Darts Alberta Sub-Committees, as may be requested by the Board of Directors.

## REMUNERATION

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The Second Vice President shall receive no direct remuneration for acting in the volunteer capacity of Second Vice President. The Second Vice President shall receive reimbursement for out-of-pocket expenses including but not limited to office supplies, travel, accommodations and meals, in accordance with Darts Alberta Policy at the time the expenses were incurred.

Approved by the Darts Alberta Board of Directors  
September 11, 2010