



Volunteer Position Profile for Darts Alberta First Vice President

– Updated September 11, 2010 –

SUMMARY

The principle of the First Vice President position is 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 President and to act in the capacity of President during an unplanned emergency absence or departure. The primary role of the First Vice President is to be accountable for fundraising programs and initiatives on behalf of the organization.

DUTIES & RESPONSIBILITIES

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

- ▶ Being cross-trained in all duties of the President in order to act in that capacity during an unplanned emergency absence or departure.
- ▶ Researching and maintaining provincial fundraising activities, including the Darts Alberta hosted AGLC Casino.
- ▶ Accountability for ensuring all obligations of hosting a casino have been met, including:
 - Submitting all necessary casino hosting applications, forms and documentation to the Alberta Gaming and Liquor Commission.
 - Recruiting, recognizing and retaining casino volunteers.
 - Recruiting casino employees, as required.
 - Any other obligations required of the Alberta Gaming and Liquor Commission.
 - Recommending and implementing casino volunteer recognition initiatives.
- ▶ Accountability for Darts Alberta Volunteer Recognition Programs.
- ▶ Participating in Darts Alberta Board of Directors Meetings.
- ▶ Participating in Darts Alberta Senior Executive Committee Meetings.
- ▶ Submitting articles for the Darts Alberta newsletters.
- ▶ Participating in Sub-Committee meetings as required.
- ▶ Overseeing other Programs and Initiatives as may be assigned by the Board of Directors.
- ▶ Performing such duties as may be assigned by the Board of Directors.

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

- ▶ Coaching Development and Certification
- ▶ Long Term Athlete Development
- ▶ Adult Elite Zone/Provincial Championship Programs
- ▶ Adult Ranked Tournament System
- ▶ Senior (Alberta 55 Plus) Program
- ▶ Disciplinary Proceedings

SKILLS & QUALIFICATIONS

Although this is a volunteer position, it is critical that the First 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, with experience at the provincial level considered an asset.
- ▶ Good verbal and written communications skills.
- ▶ Good organizational skills.
- ▶ Good interpersonal skills essential to dealing effectively with a diverse group of individuals.
- ▶ Good knowledge of all Darts Alberta policies.
- ▶ Desire to develop the necessary skills required of the Darts Alberta President.
- ▶ Proficient in electronic communications.
- ▶ Competent in Microsoft Excel, Word and PowerPoint would be an asset.
- ▶ Some management and administrative skills, including financial and human resource, would be an asset.

TERM, PROCESS & TIMELINES

Term: Two Years (July 1 to June 30)

Process: Election

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

COMMITTEE PARTICIPATION

The First Vice President is a member of:

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

REMUNERATION

The First Vice President shall receive no direct remuneration for acting in the volunteer capacity of First Vice President. The First 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