



Volunteer Position Profile for Darts Alberta Membership Director

– Updated September 11, 2010 –

SUMMARY

The primary role of the Membership Director is to be accountable for promoting Darts Alberta Membership and maintaining membership records.

DUTIES & RESPONSIBILITIES

The duties and responsibilities of the Membership include but are not limited to:

- ▶ Accountability for all aspects of Darts Alberta Membership, including ensuring all administrative functions are performed such as:
 - Disseminating Member League membership remittance packages at the beginning of each season.
 - Ensuring memberships are available for sale at all Darts Alberta Ranked Tournaments.
 - Collecting member information and membership fees from adult and youth Member Leagues, Zone Directors and individuals.
 - Remitting membership fees to the Treasurer.
 - Remitting membership information and membership fees to the NDFC for all Darts Alberta members.
- ▶ Submitting Life Membership nominations to the NDFC.
- ▶ 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.

SKILLS & QUALIFICATIONS

Although this is a volunteer position, it is critical that the Membership Director have some, if not all, of the following skills and experience:

- ▶ Knowledge and experience in the administration of the sport of darts.
- ▶ Good verbal and written communications skills.
- ▶ Good organizational skills.
- ▶ Ability to accurately handle large amounts of cash in a fast-paced environment.
- ▶ Fair knowledge of all Darts Alberta policies.
- ▶ Proficient in electronic communications.
- ▶ Proficient in Microsoft Excel.

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 Membership Director is a member of:

- ▶ Darts Alberta Board of Directors
- ▶ Darts Alberta Appeals 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 Membership Director shall receive no direct remuneration for acting in the volunteer capacity of Membership Director. The Membership Director 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