



Volunteer Position Profile for Darts Alberta Secretary

– Updated September 11, 2010 –

SUMMARY

The primary role of the Secretary is to act as custodian of all administrative records of the Society and to provide secretarial services to the President and Board of Directors as required. It is important to note that many of the duties and responsibilities are performed by paid staff members or contractors. In the absence of paid personnel to perform these administrative functions, many of those duties fall back upon the Secretary of the organization, with assistance from the President and other members of the Board of Directors.

DUTIES & RESPONSIBILITIES

The duties and responsibilities of the Secretary include ensuring all administrative functions are performed such as:

- ▶ Securing a meeting facility for all Darts Alberta meetings and hearings.
- ▶ With the assistance of the President, compiling and circulating meeting agendas.
- ▶ Compiling and distributing accurate minutes of all Darts Alberta meetings.
- ▶ Being in charge of the Darts Alberta corporate seal.
- ▶ Keeping up-to-date and accurate records of all correspondence, minutes and reports.
- ▶ Submitting annual returns and financial statements to Alberta Corporate Registries.
- ▶ Submitting any necessary changes to Alberta Corporate Registries including an individual or Board of Director's address, Darts Alberta address, and Darts Alberta bylaws and objectives.
- ▶ Submitting any necessary changes to Alberta Gaming and Liquor Commission including an individual or Board of Director's address.
- ▶ Ensuring notification of the Annual General Meeting is provided to members through newsletters, eNews Flashes and website announcements.
- ▶ Making revisions, as required, to all Darts Alberta policies, operational procedures, tournament packages and forms.

- ▶ Receiving correspondence on behalf of Darts Alberta including:
 - General correspondence and emails.
 - Incident reports from tournament organizers.
 - Disciplinary complaints from members.
 - Appeal applications.
 - Grant applications.
- ▶ Composing and mailing correspondence on behalf of Darts Alberta including:
 - General correspondence and emails.
 - Disciplinary and appeals correspondence.
 - Disciplinary and appeals Hearing Judgments.
 - Grant agreements and correspondence.
- ▶ Compiling and distributing reports on behalf of Darts Alberta including:
 - Distributing information to Disciplinary and Appeal Hearing Panels.
 - Distributing grant application information to the Senior Executive Committee.
 - Darts Alberta Business Plan.
 - Darts Alberta Post Program Analysis.
 - Annual funding applications.
 - Updating and distributing Suspended Player lists.
 - Ad hoc grant funding applications.
- ▶ Accountability for all aspects of the Member League Championship Program, such as:
 - Disseminating information packages to all Member Leagues.
 - Acting as a resource to Member Leagues for hosting league playoffs.
 - Collecting fees and results from Member League playoffs.
 - Verifying team eligibility and membership status of all Member League playoff participants.
 - Securing a venue and the necessary equipment to host the Member League Provincial Championship.
 - Appointing adjudicators for the Member League Provincial Championship, as required.
 - Arranging awards for the Member League Provincial Championship.
 - Ensuring the necessary travel and accommodations are arranged for the Member League Provincial Champions for the Canadian Open.
- ▶ 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.
- ▶ Performing such duties as may be assigned by the Board of Directors.

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

- ▶ Grassroots Mentorship Program
- ▶ Darts Alberta Grants Program
- ▶ Membership Administration
- ▶ Member Communications

SKILLS & QUALIFICATIONS

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

- ▶ Good knowledge and experience in the administration of the sport of darts.
- ▶ Excellent verbal and written communications skills.
- ▶ Good organizational skills.
- ▶ Good typing skills.
- ▶ Previous experience recording meeting minutes would be an asset.
- ▶ Previous experience with funding and grant application processes would be an asset.
- ▶ Knowledge of all Darts Alberta policies.
- ▶ Proficient in Microsoft Word.
- ▶ Proficient in electronic communications.
- ▶ Competent in Microsoft Excel and PowerPoint 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 Secretary 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 Secretary shall receive no direct remuneration for acting in the volunteer capacity of Secretary. The Secretary 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