



Volunteer Position Profile for Darts Alberta Provincial Director

– Updated September 11, 2010 –

SUMMARY

The primary role of the Provincial Director is to be accountable as the liaison between the National Sports Organization (NSO) and the Provincial Sports Organization (PSO), to serve as a member of the National Darts Federation of Canada (NDFC) Board of Directors and to ensure the PSO adheres to the rules, policies and regulations as set forth by the NSO.

DUTIES & RESPONSIBILITIES

The responsibility of the Provincial Director is to perform the duties outlined in the NDFC Code of Practice on the Nomination and Election of Officers & Duties of the Board of Directors. The Provincial Director is accountable to the NDFC for the following:

- ▶ Ensuring effective and timely communication between Darts Alberta and the NDFC.
- ▶ Encouraging national affiliation of all Alberta players.
- ▶ Acting as an advisory member of all tournament activities or playoffs in Alberta leading directly to the National Championship.
- ▶ Encouraging enforcement of the NDFC's playing rules at all play-offs and championships leading directly to the National Championships and at all NDFC ranked or sanctioned tournaments in Alberta.
- ▶ Representing the NDFC at all Darts Alberta meetings.
- ▶ Representing the NDFC at all Organizing Committee Meetings if the National Championships are being held in Alberta.
- ▶ Ensuring all disciplinary proceedings in Alberta are held in accordance with the NDFC Code of Practice on Disciplinary Proceedings and the NDFC is informed of all NDFC suspensions imposed by Darts Alberta in a timely manner.
- ▶ Submitting proposed changes to the NDFC Constitution, Regulations and Rules of Play on behalf of Darts Alberta.
- ▶ Ensuring Darts Alberta Annual General Meetings and Elections are held annually prior to June 30th.

- ▶ Ensuring the timely submission of Alberta-related documentation required by the NDFC including but not limited to contact information for all Board Members, national membership information and fees, Adult and Youth National Championship registrations and fees, and NDFC Ranked Tournament applications and results.
- ▶ Submitting Annual Reports for the NDFC Annual General Meeting on behalf of Darts Alberta.
- ▶ Participating in NDFC Sub-Committee meetings as assigned by the NDFC including but not limited to Disciplinary or Appeals Proceedings.
- ▶ Participating in NDFC Annual General Meetings and Board of Directors Meetings on behalf of Darts Alberta.
- ▶ Performing the assigned adjudicator duties at the Adult National Darts Championship.

The Darts Alberta responsibilities and duties of the Provincial Director include but are not limited to:

- ▶ Ensuring the necessary travel and accommodations are arranged for members and coaches of Team Alberta traveling to the Adult National Championships.
- ▶ Appointing coaches to accompany Team Alberta to the Adult National Championships.
- ▶ Participating in Darts Alberta Board of Directors Meetings.
- ▶ Submitting articles for the Darts Alberta newsletters.
- ▶ Bringing forward issues or recommendations to the NDFC on behalf of Darts Alberta.
- ▶ Participating in Darts Alberta Sub-Committee meetings as required.
- ▶ Performing such duties as may be assigned by the Darts Alberta Board of Directors.

SKILLS & QUALIFICATIONS

Although this is a volunteer position, it is one of critical importance and thusly the position is assigned by appointment rather than through an elective process. It is critical that the Provincial Director have some, if not all, of the following skills and experience to ensure the future success of the Society:

- ▶ Strong knowledge and experience in the administration of the sport of darts at the Provincial level is essential.
- ▶ Knowledge and experience in the administration of the sport of darts at the National level would be an asset.
- ▶ Strong verbal and written communications skills.
- ▶ Good interpersonal skills essential to dealing effectively with a diverse group of individuals.
- ▶ Good knowledge of all Darts Alberta policies.
- ▶ Good knowledge of all NDFC rules and formats.
- ▶ Accreditation in Darts Alberta Officiating (Level 1) Certification.
- ▶ Accreditation in NDFC Officiating (Level 2) Certification would be an asset.
- ▶ Accreditation in NCCP Coaching for the Sport of Darts would be an asset.
- ▶ Proficient in electronic communications.
- ▶ Competent in Microsoft Excel, Word and PowerPoint would be an asset.

TERM, PROCESS & TIMELINES

Term: One Year (July 1 to June 30)

Process: Appointment

Timelines: Appointed at the first Darts Alberta Board of Directors Meeting following the Annual General Meeting.

COMMITTEE PARTICIPATION

The Provincial Director is a member of:

- ▶ National Darts Federation of Canada Board of Directors
- ▶ Other NDFC Sub-Committees, as may be requested by the NDFC Board of Directors
- ▶ Darts Alberta Board of Directors
- ▶ Other Darts Alberta Sub-Committees, as may be requested by the Board of Directors

REMUNERATION

The Provincial Director shall receive no direct remuneration for acting in the volunteer capacity of Provincial Director. The Provincial 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