



Volunteer Position Profile for Darts Alberta President (CEO)

– Updated September 11, 2010 –

SUMMARY

The President serves as Chief Executive Officer for the organization and is responsible for overseeing and supervising the operation of the Society.

DUTIES & RESPONSIBILITIES

Due to the nature of the position, the duties and responsibilities are all encompassing. An example of the duties and responsibilities that would be expected of an individual in this position, in no particular order, include but are not limited to:

- ▶ Presiding over all Darts Alberta Board of Directors Meetings.
- ▶ Presiding over all Darts Alberta Senior Executive Meetings.
- ▶ Presiding over the Darts Alberta Annual General Meeting.
- ▶ Be 'ex-officio' member of all Sub-Committees (Grants Sub-Committee, Disciplinary Sub-Committee, Appeals Sub-Committee) and any ad hoc sub-committees as deemed necessary.
- ▶ Presiding over Darts Alberta Grants Sub-Committee Meetings.
- ▶ Presiding over other Sub-Committees, as requested by the Sub-Committee Members.
- ▶ Acting in the capacity of signing officer on behalf of the Society for financial transactions.
- ▶ Signing all documents requiring the signature of the Chief Executive Officer.
- ▶ Reporting the activities of the Society to the membership.
- ▶ Submitting articles for the Darts Alberta newsletters.
- ▶ Participating in the Annual Sport Review with Alberta Sport Parks Recreation and Wildlife Foundation.
- ▶ Participating in other ad hoc meetings with government (e.g. Casino eligibility review, ASRPWF President's Luncheon, ASRPWF Summit, etc).
- ▶ Ensuring all government applications and reports are submitted on time and as required.
- ▶ Participating in presentations at Member League Banquets, as required.
- ▶ Ensuring all rules, policies and procedures are adhered to.

- ▶ Performing such duties as may be assigned by the Board of Directors, including travel throughout Alberta to promote the sport of darts.

The President is accountable for overseeing all aspects of the association, including but not limited to:

- ▶ Administration
- ▶ Board of Directors development
- ▶ Financial fiscal responsibility
- ▶ Marketing, communications and public relations
- ▶ Program development and implementation
- ▶ Membership recruitment and retention
- ▶ Alberta Sport Parks Recreation and Wildlife Foundation funding administration
- ▶ Alberta Gaming and Liquor Commission funding administration
- ▶ Alberta Corporate Registries administration
- ▶ Disciplinary proceedings

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

- ▶ Financial Administration
- ▶ Website Administration
- ▶ Communication with the National Darts Federation of Canada

SKILLS & QUALIFICATIONS

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

- ▶ Management and administrative skills, including financial and human resource management.
- ▶ Knowledge and experience in the administration of the sport of darts, preferably at the provincial level.
- ▶ Strong verbal and written communications skills.
- ▶ Strong strategic planning and organizational ability.
- ▶ Good communications skills and presence with the full range of media.
- ▶ Excellent interpersonal skills essential to dealing effectively with a diverse group of interested and influential individuals as well as maintaining staff and volunteer morale and direction.
- ▶ Strong knowledge of all Darts Alberta policies.
- ▶ Proficient in electronic communications.
- ▶ Competent in Microsoft Excel, Word and PowerPoint would be an asset.
- ▶ Accreditation in NCCP Coaching for the Sport of Darts would be an asset.
- ▶ Accreditation in Darts Alberta Officiating (Level 1) Certification is essential.
- ▶ Accreditation in NDFC Officiating (Level 2) Certification 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 odd number).

COMMITTEE PARTICIPATION

The President is a member of:

- ▶ Darts Alberta Board of Directors
- ▶ Darts Alberta Senior Executive Committee
- ▶ Darts Alberta Grants Sub-Committee
- ▶ Darts Alberta Disciplinary Sub-Committee
- ▶ Darts Alberta Appeals Sub-Committee (non-voting ex-officio)
- ▶ Darts Alberta Nominations Sub-Committee (during years ending with an even number)
- ▶ Ex-officio member of all other Darts Alberta Sub-Committees

REMUNERATION

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