



Volunteer Position Profile for Darts Alberta Publicity Director

– Updated September 7, 2014 –

SUMMARY

The primary role of the Publicity Director is to be accountable for member communications.

DUTIES & RESPONSIBILITIES

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

- ▶ Solicit reports, results and articles from the Board of Directors for publication on the website.
- ▶ Solicit and develop articles from members for publication on the website.
- ▶ Publish eNews releases or newsletters.
- ▶ In the role of one of the administrators of the Darts Alberta Facebook Group:
 - Post announcements including but not limited to What's New on the Website, Upcoming Tournaments, League Registrations and other information that would be useful for members.
 - Invite or approve group members.
 - Monitor and remove any inappropriate comments if in contravention of the Darts Alberta Social Media Policy.
 - Approve group member new Pending Posts if in compliance with the Darts Alberta Social Media Policy.
- ▶ Participating in Darts Alberta Board of Directors Meetings.
- ▶ 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 Publicity Director have some, if not all, of the following skills and experience:

- ▶ Strong verbal and written communications skills.

- ▶ Knowledge and experience in Facebook Group Administration would be an asset.
- ▶ Knowledge and experience in the administration of the sport of darts would be an asset.
- ▶ Fair knowledge of all Darts Alberta policies.
- ▶ Proficient in electronic communications.

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 Publicity Director is a member of:

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

REMUNERATION

The Publicity Director shall receive no direct remuneration for acting in the volunteer capacity of Publicity Director. The Publicity 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 7, 2014