

# **K-W INTERCITY DART LEAGUE**

## **OFFICERS DUTIES AND RESPONSIBILITIES**

**PRESIDENT**            4 year term + 1 year as past president

- Answering machine and computer access required
- Bank account signing officer
- Attend and facilitate all functions
- Interpret rules and regulations
- Field all telephone and email inquiries re: league business
- Co-chair banquet with vice-president
- Inspection of all proposed new establishments
- Scheduling tournaments with the Vice-President
- Booking of banquet for following year
- Allocation of banquet tickets
- Maintain the website

**VICE-PRESIDENT**    4 year term

- Bank account signing officer
- Assume all duties and responsibilities of the President if he/she is unable to
- Co-chair banquet with President
- Inspection of all proposed new establishments
- Organize and run all tournaments
- Attend all meetings
- Assist with the maintenance of website including scores
- Other duties as assigned by the President

**SECRETARY/TREASURER**            4 year term

- Access to a personal computer is required
- Bank account signing officer
- Record minutes of all meetings
- Maintain all financial records and receipts
- Prepare annual financial report
- Collect and deposit all registrations fees and banquet proceeds
- Prepare and copy all documents for distribution (rules & regs, schedules, etc.)
- Attend all meetings
- Order year-end trophies
- Other duties as assigned by the President
- Maintain team lists and captain contacts

**October 27, 2011**