

K-W INTERCITY DART LEAGUE OFFICERS DUTIES AND RESPONSIBILITIES

Many of these duties are now shared between the executive no one person is held responsible for shared duties.

PRESIDENT 4 year term

- Bank account signing officer
- Attend and facilitate all regular season functions
- Interpret rules and regulations
- Field all telephone and email inquiries re: league business
- Maintain team lists and captain contacts
- Co-chair banquet with vice-president

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
- Other duties as assigned by the President

SECRETARY/TREASURER 4 year term

- 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 & regulations, schedules, etc.)
- Order year-end trophies
- Other duties as assigned by the President

Shared responsibilities

- Attend all meetings
- Inspection of all proposed new establishments
- Scheduling tournaments with the executive
- Booking of banquet for following year
- Allocation of banquet tickets
- Maintain the website

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