

# KW INTERCITY DART LEAGUE

## OFFICERS' DUTIES AND RESPONSIBILITIES

### PRESIDENT

*Required: Answering Machine*

- Bank Account Signing Officer
  - Attend and facilitate all functions
  - Interpretation of all rules and regulations
  - Field all telephone enquiries re: league business
  - Co-chair banquet with Vice-President
  - Inspection of all proposed new establishments
  - Booking tournament dates for current year and banquet for the following year
  - Allocation of banquet tickets
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### VICE-PRESIDENT

- 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
  - Assist with tournaments
  - Attend all meetings ( ie. general, schedule draft, captains, executive, etc. )
  - Delivery of team packages
  - Other duties as assigned by the President
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### SECRETARY / TREASURER

*Required: Access to a personal computer*

- Bank Account Signing Officer
  - Inspection of all proposed new establishments
  - Record minutes of all meetings
  - Maintain all financial records and receipts
  - Prepare annual financial report for the membership
  - Collect and deposit all registration and tournament fees
  - Prepare and copy all documents for distribution ie. rules & regs., schedules, team lists etc.
  - Maintain up-to-date team players list and advise President of all changes
  - Prepare a list of award recipients to facilitate distribution at the banquet
  - Attend all meetings ( ie. general, schedule draft, captains, executive, etc. )
  - Delivery of team packages
  - Other duties as assigned by the President
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### STATISTICIAN

*Required: Access to a personal computer*

- Maintain weekly statistics
- Prepare and distribute team standings at all tournaments and requested mailings
- Co-ordinate playoff schedule with President
- Maintenance of league owned answering machine
- Assist with tournaments
- Attend all meetings ( ie. general, schedule draft, captains, executive, etc. )
- Delivery of team packages
- Other duties as assigned by the President