

The Cleveland Darter Club

Summary of Job Descriptions and Responsibilities

(Revised 8-14-09; Approved by the BOD)

A. BOARD OF DIRECTORS - GENERAL

1. DUTIES:

- a. Duty of Care: Board members should exercise reasonable care when he or she makes a decision for The Cleveland Darter Club. Reasonable care is what an "ordinarily prudent" person in a similar situation would do.
- b. Duty of Loyalty: Board members and committee chairpersons must never use information gained through his/her position for personal gain; and must always act in the best interests of The Cleveland Darter Club. Board Members and any committee chairperson shall not engage in any activity which would be considered a conflict of interest to their position in the CDC and the CDC mission.
- c. Duty of Obedience: Board members must be faithful to The Cleveland Darter Club's mission. He or she cannot act in a way that is inconsistent with The Cleveland Darter Club's goals and objectives.
- d. Duty of Professionalism. Board members should conduct themselves appropriate to their position at all times they are in the CDC public eye.

2. MAJOR RESPONSIBILITIES

- a. Fundraising and Promotion of CDC Leagues and Events. Board members are expected to use their connections to spur interest in and support The Cleveland Darter Club, its leagues and darting events. Board fundraising activities may include major donor solicitations, sponsorship solicitations, membership recruitment, and efforts to boost event and league participation.
- b. Oversight of League and Committees. The Board is responsible for general oversight of the organization's programs (leagues, trails, All-Star Team, ADO, etc). This role does not extend to the operations behind the programs, but does include fiduciary oversight.
- c. Strategic Planning. The board is the primary force behind the organization's strategic planning decisions. Board members create or update the Club's mission statement, strategic plan, and goals and objectives.
- d. Board Meetings. Attend Board meetings on a regular basis.

3. GRIEVANCES AGAINST BOD MEMBERS. Any CDC member in good standing may file a grievance against any BOD member who is in violation of their said duties, which will be heard at a BOD meeting (special or regular) and the BOD by secret ballot will determine what if any action should be taken, including suspension up to recall.

B. BOD – President

1. Preside and vote at all Board of Directors Meetings
2. Submit to the BOD candidates to chair their standing committees (League Manager, All-Star Chair, Trails Chair, ADO Rep)
3. Appoint Committee Chairpersons
4. Be an ex-officio member of all committees
5. Deliver a report at general meetings.
6. Be one of the valid check-signers on the Club's bank account(s).
7. Maintain the Club office by employing office help as is required subject to the approval of the Board of Directors
8. Establish and oversee a performance evaluation process for all paid personnel, including third party consultants doing significant work on behalf of the CDC.
9. Chair a committee of 3 or more individuals who will conduct periodical performance evaluations (minimum 3 per year, each at the conclusion of each league session) for each paid employee/consultant performing significant work for the CDC.
10. Make annual recommendations to the BOD for on-going use of employees and outside consultants, including recommendations for pay increase, contract renewals or terminations, etc.
11. Oversee the awarding of CDC Service Awards, including the "Distinguished Darter Award" which will be given out as needed. The President will solicit names and present to the BOD for a vote.

C. BOD – Vice President / Elections Committee

1. Assist the President in the performance of his/her duties.
2. Assume the duties of the President in his/her absence
3. Convene the Board of Directors and conduct a meeting to elect a new President should the President resign or be recalled.
4. Establish and chair the Elections Committee, which would be responsible for determining the total number of vacancies in order to seat a Board of Directors of

nine (9) members. The top vote-getters will fill the vacancies. It shall be the committee's responsibility to conduct a secret ballot election within the following guidelines:

- a. All candidates will complete the Board of Directors resume form which will be published for the Membership prior to the election. All candidates must complete the resume.
- b. Receipts shall be issued for these completed forms when brought to the election chairperson or The Cleveland Darter Club Office during regular office hours.
- c. Verify all completed forms and inform candidates and the Board of Directors of eligibility.
- d. Conduct elections prior to the May Board of Directors meeting.
- e. Count and verify the returns. The returns shall be counted by the Chairman and Vice-Chairman separately and the results verified.
- f. Publish the results after the May Board of Directors meeting.
- g. In the event of a tie, the winner shall be determined by lot at the May Board of Directors meeting.
- h. The newly elected Board of Directors members are seated at the June Board of Directors meeting, which is a mandatory meeting.

5. Be one of the valid check-signers on the Club's bank account(s).

D. BOD - Treasurer / Finance Committee

1. Perform all necessary day-to-day bookkeeping and periodic accounting functions, including, but not limited to:
 - a. Coordination with the League Manager and Committee Chairs, the timely deposits of revenues (league fees, membership fees, trails money, all-star income, etc.).
 - i. League Manager will make actual deposits of league- and membership-related revenues. League Manager will provide Treasurer with deposit slips. Treasurer will enter this information into the Club's accounting system.
 - ii. Treasurer will collect non-league related revenues from appropriate committee (e.g., Trails, All-Stars, ADO, etc.), make actual deposits, and enter this information into the Club's accounting system.
 - b. Timely payment (or reimbursement) of all ordinary and necessary expenses (consulting fees, storage/rent costs, insurance, utilities, league payouts and awards, ADO fees, All-Star expenses, etc.)
 - c. Receiving (from League Manager or Committee Chairs) and approving any necessary capital or extraordinary expense requests (e.g., new equipment purchases), and seeking BOD approval when necessary.
 - d. Providing a monthly check register for each monthly BOD meeting

- e. Providing, on a periodic basis (no less than annually), all relevant financial statements for BOD review, including Balance Sheet, Income Statement and Statement of Cash Flows.
 - f. Coordinate an annual compilation of financial statements to be performed by a third-party accounting firm.
2. Establish and enforce Club policies with respect to committee expense reporting and reimbursement procedures.
3. Coordinate the preparation of the Club's annual budget (for the period corresponding to the Club's fiscal year), including, but not limited to the following activities:
 - a. Receive full information on the financial requirements of the year's projected activities from each officer and committee chair, and include all program plans that require expenditures.
 - b. Review income statements, balance sheets, and statement of cash flows for at least the prior two years as a basis for preparing the following year's budget.
 - c. Preparing periodic (at least quarterly) year-to-date "actual-to-budget" reports (for BOD review and approval).
4. Ensure the timely filing of all necessary federal, state and local tax Forms (Form 990, Form 1099's, etc.)
 - a. At the Treasurer's discretion, any or all tax returns may be assigned to third-party contractor for preparation.
 - b. Treasurer will be responsible for signing any necessary forms and ensuring they are mailed in a timely manner.
5. Periodically review the Club's Accounts Receivable Aging Report, including recommending to the Board any necessary actions to pursue collection and/or write-off accounts receivables, as necessary.

E. BOD – Recording Secretary

1. Record the minutes of all meetings, distribute copies to all members of the Board of Directors, and have the same available for the General Membership
2. Publish date, time and place of Board of Directors and General Membership Meetings
3. Submit all minutes to the President, in writing, within 21 days of all meetings.
4. Establish and maintain a "motions log" for all motions occurring during each BOD meeting.

5. Be one of the valid check-signers on the Club's bank account(s).
6. Assume all responsibilities of the former "By-Laws Committee" including
 - a. Review and report to the BOD on all proposed By-Law changes
 - b. Be made aware of proposed changes to any governing document and make a written recommendation to each proposed change.
7. Establish and chair the "Arbitration Committee" and to ensure adherence to Section 5.04 of the CDC Bylaws.

F. League Manager

1. Maintain the CDC's official phone line, including receiving phone calls, answering questions, and when necessary, directing inquires to the appropriate personnel.
 - a. **48-hour Response Pledge.** It will be the CDC's policy to reply to any communications (phone calls, emails, or other written correspondence) within 48-hours wherever possible. The League Manager will communicate his/her specific policy to the General Membership and make every effort to abide by said policy.
2. Monitor all incoming mail including maintaining and monitoring the CDC P.O. Box, and forwarding mail to the appropriate personnel, when necessary.
3. Receive and process all Club membership forms and payments
 - a. League Manager will be responsible for making actual deposits of membership revenue and providing the Treasurer with appropriate supporting documentation (e.g., deposit slips) in a timely manner (all deposits should be made as soon as possible and no later than 1 week following receipt)
4. Maintain an updated data base of CDC members and membership numbers
5. Create, distribute and replace, when necessary, CDC membership cards for each of the Club's members
6. Collect and process all relevant team registration forms and payments
 - a. League Manager will be responsible for making actual deposits of team registration revenue and providing the Treasurer with appropriate supporting documentation (e.g., deposit slips) in a timely manner (all deposits should be made as soon as possible and no later than 1 week following receipt)

7. Prepare league schedules prior to each Session
8. Prepare and arrange for the distribution of Captain's Folders prior to each Session
9. Establish, publish and enforce League Rules and Policies, in coordination with the Director of League Grievances, Rules and Sanctioning.
10. Ensure that any league decisions are made consistent with the Club By-Laws and seek BOD approval when required (e.g., budget matters, league rules, etc)
11. Establish policies and guidelines for handling (and timely resolving) league grievances, including an appeals process
12. Answer grievances.
13. Forward any appealed grievance decisions to the Director of League Grievances, Rules and Sanctioning.
14. Receive and process weekly league scores and fees
 - a. League Manager will be responsible for making actual deposits of weekly fee revenue and providing the Treasurer with appropriate supporting documentation (e.g., deposit slips) in a timely manner (all deposits should be made as soon as possible and no later than 1 week following receipt).
15. Assess penalty points when necessary.
16. Prepare and distribute weekly standings sheets in a timely manner (within published guidelines)
17. Maintain a data base of relevant statistics such as individual achievements (write-ups) and communicating said achievements in a timely and effective manner
18. Coordinate the procurement and distribution of league prize checks and awards (e.g., plaques, jackets, T80 patches, etc.) as soon as possible after the conclusion of each session.
19. Coordinate League-related events such as the end-of-season tournaments, folder pickup tournaments, end-of-season parties, etc.
20. Delegation of Duties. The League Manager may, at his/her discretion, assign individuals to assist in whatever capacity is needed. However, ultimate responsibility for his/her duties cannot be shifted to another individual without formal approval by the BOD. Any individual employed to act as an official

representative of the CDC (e.g., in matters such as tournaments, leagues and other official CDC functions), will be subject to BOD approval.

G. Director of League Grievances, Rules and Sanctioning

1. Establish and oversee the “Rules Committee” (consisting of at least 3 individuals) to review and report to the BOD all proposed changes, additions and interpretations to the League Rules of Darting for The Cleveland Darter Club.
2. Establish a “Grievance Committee” (must consist of at least 3, but no more than 5, current BOD members) whose purpose will be to rule on league-related grievance appeals (for this purpose, “league” will be defined as scheduled competition and associated tournaments, including trails, ADO, and all-star-related activities).
3. Provide assistance and advice to bar affiliates with respect to where to place their dartboards and scoreboards.
4. Investigate current bar affiliates when grievances are received concerning playing conditions and make recommendations to the Grievance Committee (see above)
5. Sanction boards for all current bar affiliates at least once every three years, or as requested. Establish and maintain a log to support said sanctioning including tavern names, dates of sanctioning, and recommended changes, if necessary.

H. Trails Chairperson

1. Establish and Enforce Trails rules and policies.
2. Provide guidance, assistance, and when necessary, training to Trails Directors
3. Process Trails Sheets and Payments on a timely basis.
4. Provide updated Trails Points Lists on a periodic basis as deemed appropriate.
5. Prepare and distribute “Top 50” letters after each cut-off date.
6. Collect and process returned “Top 50” letters, and based on Trails Fund requirements; determine which trips will be offered to whom.
7. Send out Trip Confirmation Letters to those awarded trips in a timely manner
8. Coordinate the procurement of trails shirts, hotel and travel accommodations, etc. for Trails Trips

9. Provide/Send any necessary Trails Forms (and T80 patches, pre-addressed envelopes, trails forms, etc.) to Trails Directors as needed/requested
10. Maintain a proper accounting for all trails activities (i.e., the Trails Fund) and confirm with Treasurer, noting and reconciling any differences.
11. Maintain and publish (via webpage) all relevant trails info, including cut-off dates, trails trips offered, rules, forms, etc.
12. Periodically publish/promote (via web page, flyers, standings sheet, etc.) the Trails Program by providing timely information regarding Trails nights and locations, point totals, cut-off dates, trips offered, etc.

I. All Star Team Chairperson

1. Field and fund an All-Star team for competition in the annual Quad-City Challenge.
2. Establish, publish and enforce rules, policies and procedures for selecting members of The Cleveland Darter Club All-Star Team
3. Coordinate fundraising efforts and to ensure a proper accounting of each event is maintained.
4. Ensure efforts are being made to procure sponsorship money.
5. Ensure that a budget is presented to the Board and that all All-Star-related activities are properly accounted for and reported monthly to the BOD.
6. Coordinate Phase I Qualifying (60-dart tryouts)
 - a. Appoint individuals to conduct qualifying
 - b. Ensure procedures are in place to publish updated qualifying scores on a periodic basis (web page).
 - c. Establish and publish the cut-off date for qualifying
 - d. Establish and publish the minimum scores required for Phase II qualification and for “Automatic Selection” eligibility.
7. Establish and publish “Automatic Selection” Criteria (e.g., minimum Phase I score, fundraising participation, previous all-star experience, etc.)
8. Coordinate Phase II Qualifying Event
 - a. Select date(s) and venue(s) for Phase II Tournaments and publish in a timely manner
 - b. As soon as possible after Phase I cut off, notify all individuals who have qualified for Phase II

- c. Confirm that all Phase II qualifiers are current CDC members, and collect membership fees and forms from those individuals who are not prior to the Phase II event.
 - d. Establish the rules and procedures for the Phase II event, including the tournament format
 - e. Delegate Individual(s) to run Men's and Women's Events
9. Coordinate the procurement of Hotel Reservations at the Quad City Event, maintaining and stocking the hospitality room and coordinating the purchase of All Star Shirts
 10. Assign each All Star to 4-person teams and assign team captains to each.
 11. Act as the Main Contact and Spokesperson for the CDC All Star Team
 12. Take Championship Trophy back to Cleveland at conclusion of event and get it engraved.

J. ADO Representative

1. Act as a liaison between the American Darts Organization ("ADO") and CDC and provide any relevant ADO news or information to the BOD and the members of the CDC in a timely manner
2. Ensure the CDC (or its affiliate, "CDCTD") renews its ADO membership in a timely manner.
3. Schedule local ADO Qualifiers (including Singles Leagues) and communicate dates/locations to CDC members in a timely manner.
4. Establish a process for selecting venues for ADO Qualifier events/Singles Leagues
5. Establish rules and procedures for Local ADO Qualifier events/Singles Leagues
6. Run Local ADO Qualifier events, tabulate results, and provide winners of any necessary Regional information (date, venue, etc.)
7. Prepare an accounting of all funds received (e.g., entry fees, bar fees, fundraising money, etc.) and submit (along with monies received) to the Treasurer for deposit.
8. Coordinate with Treasurer the payment of ADO Regional fees for those that qualified through our local qualifier.
9. Pursue fundraiser efforts to help offset ADO affiliation fee and regional playoff fees

10. Ensure that a budget is presented to the Board and that all ADO-related activities are properly accounted for and reported monthly to the BOD.

K. Forum Administrator

1. To manage the Club Forum Page (<http://s11.zetaboards.com/darter/index/>) and provide technical support where needed.
2. To monitor Forum access where needed (e.g., BOD Discussion Forum)

L. Events Coordinator

1. Monitor the CDC Calendar and to help coordinate dates and locations for CDC events in order to minimize conflicts with other CDC or non-CDC darting events.
2. To assist Committee Chairs and other CDC event organizers (eg., All-Star Chair, ADO Rep, League Manager, etc.) secure dates and venues for league sponsored darting events.
3. To provide the Web Page Administrator with periodic lists of upcoming events for inclusion on CDC Web Page

M. Director of Inventory and Engineering

1. Maintain an updated and accurate inventory of the Club's property and equipment and report to the BOD on a periodic basis or as requested by the BOD.
2. Coordinate usage of Club Darting equipment (easels, boards, etc.) for CDC darting events
3. Assist event coordinators with setting up/tearing down darting equipment (e.g., easels) as requested.
4. Make recommendations to the BOD for the sale or purchase of darting equipment as deemed necessary.

N. Database Manager

1. Establish and maintain a centralized web-based data base, including the establishment and maintenance of necessary security and control features.
2. Provide support and technical assistance to data base users (e.g, league manager and trails director)

1. Determine and recommend to the Board any ideas on how to utilize our data base for improving the administration and management of the Club's leagues and other Club-related activities

O. Web Page Administrator

1. Administer the CDC's web site (www.darter.org) [A test site should also be maintained for quality assurance for upcoming site changes and testing purposes]
2. Generate and revise web pages as needed (within reasonable timeframes)
3. Ensure all web site-related web servers, hardware and software are working properly and to inform the BOD of any necessary repairs or upgrades
4. Coordinate with the BOD, League Manager, Committee Chairs and other approved volunteers the timely posting of relevant content on the Club's Web Page including
 - a. Season Schedules
 - b. Weekly Standings Sheets
 - c. Trails Info (Trails point list, Trails locations, Trips offered, Trails rules and forms, etc.)
 - d. Club membership, league registration, and trails forms
 - e. Upcoming events (including upcoming Board meetings and elections, General Membership meetings, etc.)
 - f. Other relevant information as requested by the Club's BOD, League Manager, Committee Chairs and other approved volunteers.
5. Examine traffic through the site and periodically report findings to the BOD (this responsibility will need to be negotiated with the hosting company.)
6. Determining and recommending to the Board any ideas on how to utilize/leverage our web page for league and Club promotion
7. Determining and recommending new uses of the Web Page (or other email/internet utilities) to help streamline office operations and league management (e.g., on-line membership renewal, on-line team registration, on-line score sheet submission, email standings sheets in lieu of regular mail, etc.).

P. Director of Social Events and Fundraising

1. Oversee and coordinate non-darting social and fundraiser events for the Club, including the annual Golf Outing.

2. With respect to each social event or fundraising activity, ensure that a budget is presented to the BOD and that all related activities are properly accounted for and reported monthly to the BOD.

Q. Technical Committee Chairperson

1. Serve as the Club's technical support person as to computer and software issues.

R. Extravaganza Committee Chairperson

1. Oversee all aspects of the Dart Extravaganza Dart Tournament, including initial planning, promotion and management of the event itself.
2. Coordinate the procurement of a Hotel (or other suitable venue) to host the event, including negotiating and ultimately executing (with BOD approval if necessary) a contract with said venue.
3. Establish the tournament's schedule of events, entry fees, and payouts.
4. Procure ADO Sanctioning and ensure all applicable fees are paid.
5. Coordinate fundraising efforts, if necessary, and to ensure a proper accounting of each event is maintained.
6. Coordinate sponsorship solicitation efforts.
7. Ensure that a budget is presented to the Board and that all Extravaganza-related activities are properly accounted for and reported periodically to the BOD, including a final accounting.
8. Ensure that tournament results are reported in a timely manner to ADO and other news agencies (e.g., Bulls Eye News).

S. Hall of Fame Committee Chairperson

1. Establish and publish criteria for eligibility into the Cleveland Dart Hall of Fame
2. Establish rules and procedures for the Hall of Fame nomination process
3. Establish rules and procedures for the Hall of Fame voting process
4. Establish and oversee a committee of individuals responsible for voting on Hall of Fame nominees
5. Coordinate the Annual Hall of Fame Tournament & Induction Ceremony

6. Procure Hall of Fame plaques, trophies or other awards for presentation to the HOF inductees.