



Licensed Clubs Darts Association

Executive Committee Duty Statement

Vice President

1. Purpose

This executive committee position statement is to provide an outline the duties and responsibilities of office holder of Vice President of the Licensed Club Darts Association.

2. Remuneration

This position is voluntary.

3. Special Requirements

The position holder is required to:

- be a full or associate member of the Club.
- to present a police check to the club secretary.

4. Restrictions

The position may not be held by a person who is insolvent or convicted of an offence under the Associations and incorporations Act 1985.

5. Term of Office

- The elected person will hold the position of Vice President for a period of two years (24 months).
- Elections for the Vice President will be held on every even year.

6. Duties

The principle duty of the Vice President is to assist the President in the management of the club in accordance with the rules of the Licenced Clubs Darts Association and as directed by the President which may include but not limited to following duties:

Meetings

- Preside over all club meetings.
- Ensure the secretary records the minutes of all meetings held.
- Ensure reports are presented by position holders.
- Ensure Annual General and Special General Meetings are advertised a minimum of 21 days prior to the meeting date.



Meeting Rights

- Has the right of a casting vote in cases of where notices of motion placed before the Committee has equal number of votes for and against the motion.
- Has the right to step down from the position to vote on a notice of motion placed before the committee.

Executive Committee

- This position forms part of the executive committee
- The executive may meet as required to decide on events that occur between the general committee meetings.
- The decisions made by the executive are to be report to the next general committee meeting.

Committee and Volunteers

- Ensure all committee positions carry out their duties as required.
- Ensure all committee members and volunteers maintain qualifications and have a police check.

Competitions and Trophies

- Ensure the match statistics from League captains are collated to determine annual trophy winners.
- Ensure the purchase of trophies for all club events.
- Present trophies at all club functions and competitions.

Legislation

- Ensure all legislation is reviewed annually to ensure the club complies with any changes and such changes are implemented.
- Ensure the club holds current licences and permits as required.

Maintenance

- Ensure the club is maintained in good order.

7. Cessation of Duties

- The position holder of Vice President may be terminated and/or suspended at any time during the term of office by either the nominated person or the committee.
- Notice of termination and/or suspension shall be in writing by either party.
- Any vacancy resulting from any such notice may be filled by the committee for either the remainder of the term of office or for the period of suspension as determined by the committee.

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