

****Responsibilities of CVDA office of President in addition to our Bylaws**

1. Setting up all meeting locations, finals, Tournament of Champions and giving the appropriate notice to all concerned.
2. Signing contract for location of the Dart Classic. Supervise setting up and taking down of standards and other equipment to be used over the weekend.
3. Responsible for selling raffle tickets, helping with 50/50 and actively seek sponsors for the Dart Classic.
4. Assist in the running of the control desk at the Dart Classic-whether it is calling names, running the bracket board, etc.
5. Supervise setting up and taking down of the standards, etc. at the finals.
6. Checking the PO Box on a regular basis-to review bank statement before giving it to the treasurer, letters, etc.
7. Meet up with the tournament directors to get paperwork and sanction monies prior to the 10th of every month. Distribute the money and sheets to the appropriate persons.
8. Delegate responsibilities to other board members that are appropriate for the smooth running of the league.
9. Answer phone calls sometimes late at night in order to answer questions, listen to complaints/ideas, and help to diffuse situations at dart matches if possible.
10. Attend all board meetings, disciplinary action meetings, sponsor meetings, division set-up meetings, captain's meetings, and general membership meetings.

** These responsibilities are subject to change or may increase based on current needs of the league.

August 26, 2009