



Wynnum Darts Club – Committee roles

Presidents Role

- Chair person at all Executive and General Meetings
- Liaise with all executive members to ensure all roles are carried out correctly
- Act as a spokesperson for the Club
- Ensure the clubs activities are within the clubs plans and constitution
- Arrange Sub Committees when necessary and chair any meetings
- Attend Zone Meetings and functions when necessary
- Attend South Queensland Meeting when necessary

Secretary Role

- Arranging Executive and General Meetings (4 per year)
- Taking on Minutes
- Newsletter (weekly)
- Arranging Calendar of Events (in conjunction with Darts Queensland, Zone 2 and South Queensland)
- Arranging Representative Challengers and allocating dates for games with Venue
- Arranging Selection of Teams via Selectors
- Maintain Registration List (including Zone 2 and Darts Queensland provisions)
- Collation of Registration List with Treasurer to ensure all fees paid
- All Correspondence inwards and outwards
- Maintain Results for all events and Fixtures (with the assistance of others) and provide communication of results to members
- Arrange Closed Championships on an annual basis
- Attend Zone Meetings and events
- Attend South Queensland Meetings and events
- Attend meetings with Wynnum Manly Junior Rugby League
- Arrange Dart Supplies if and when required
- Assist in any fund raising or social events as arranged
- Assist with the presentation and other functions
- Other general administration functions



Treasurer Role

- Co-ordinate all financial operations of the club
- Prepare Financial statements on a monthly basis for executive and members (Provide a written report at each meeting or upon request)
- Collect and bank all monies for the club
- Collation of Registration fees with Secretary and allocate registration and levies to Darts Queensland and Zone when necessary
- Maintain a Financial Budget and ensure spending is within that budget.
- Pay any invoices or accounts within required timeframes to ensure the good name of the club.
- Assist with maintaining the results of events and recording of 180 etc and arranging badges through South Queensland and Queensland when required.
- Attend Zone Meetings and events
- Attend South Queensland Meetings and events
- Attend meetings with Wynnum Manly Junior Rugby League
- Assist in any fund raising or social events as arranged
- Assist with the presentation and other functions (including Trophies and awards)
- Other general administration functions

Vice President

- Assist the president in his role, including standing in as Chairperson when the President is absent
- Attend all functions and events held by the club and provide general assistance
- Attend any meetings of the Zone or South Queensland as a delegate if any of the executive are unable to attend
- Assist in any fund raising or social events as arranged
- Assist with the presentation and other functions (including Trophies and awards)
- Other general administration functions