

# **Tallahassee Area Dart Association (TADA)**

## **Board Member Roles & Responsibilities**

### **1. President**

- Oversees all operations of the association and serves as the primary representative.
- Chairs board meetings and ensures the league is aligned with its mission and goals.
- Acts as the point of contact with partner venues and sponsors.
- Resolves disputes and supports all committees or working groups.

### **2. Vice President**

- Assists the President and steps in when the President is unavailable.
- Helps coordinate league operations, schedules, and events.
- Oversees internal projects or committees as needed.
- Ensures smooth communication between board members and league participants.

### **3. Treasurer**

- Manages all financial matters, including league dues, prize money, and expenses.
- Maintains accurate and transparent financial records.
- Prepares budgets for each season or event and reports to the board regularly.
- Ensures proper use of funds and compliance with financial policies.

### **4. Secretary**

- Keeps minutes for all board meetings and distributes them to members.
- Manages official documents, forms, and correspondence.
- Assists with scheduling meetings and notifying members of important updates.
- Maintains league registration records and contact lists.

### **5. Tournament Director**

- Plans and oversees all tournaments hosted or sanctioned by TADA.
- Coordinates brackets, match formats, and prize structures.
- Ensures tournaments run smoothly, fairly, and on schedule.
- Works with the President and venue partners to secure dates and logistics.

### **6. Fundraising Chair**

- Develops and oversees fundraising efforts to support TADA operations and events.
- Works to secure sponsorships, donations, and raffle prizes.
- Coordinates fundraising campaigns and special initiatives.
- Builds relationships with community partners and local businesses.

### **7. Youth Director**

- Develops and promotes youth involvement in the TADA league and events.

- Coordinates youth leagues, clinics, or beginner-friendly events to grow the next generation of players.
- Ensures all youth programs are safe, inclusive, and aligned with league values.
- Serves as a liaison between the board and parents/guardians of youth participants.

#### **8. Statistician**

- Maintains and updates player statistics, match results, and seasonal standings.
- Ensures accuracy and timely reporting of data throughout each league season.
- Prepares statistical summaries and performance highlights for members.
- Supports the Ranking Chair and Tournament Director with data as needed.

#### **9. Ranking Chair**

- Oversees the player ranking system and ensures it reflects current performance and participation.
- Works with the Statistician to review data and recommend ranking updates.
- Monitors eligibility for divisions, playoffs, and prize distributions based on rankings.
- Ensures transparency and fairness in the ranking methodology used by TADA.

#### **10. FDA Representative**

- Represents TADA to the Florida Dart Association
- Attends all FDA meetings and provides details to TADA Board and Members regarding happenings at the FDA
- Serves as the liaison between FDA and TADA

### **Board Term Lengths**

Board members are elected to serve one-year terms, beginning at the start of the league year. Members may serve consecutive terms if re-elected by the league membership. Vacant positions may be filled by board appointment until the next election.

### **Election Process**

Elections are held annually, typically at the end of the fall season or before the start of a new calendar year. All active league members in good standing are eligible to vote and run for board positions. Nominations are submitted prior to the election date, and voting may be conducted in person during the January Fall League Party. Election results are determined by majority vote. Elections are conducted in alternating years by position group. One group being: President, Secretary, Fundraiser Chair, Treasurer, and Statistician are one year, and the other group being Vice President, Tournament Director, Youth Director, Ranking Chair and FDA Representative.

### **Board Expectations**

Attend regular board meetings and actively participate in discussions and decision-making. Respond promptly to league-related communications and assist in resolving issues that arise. Act in the best interest of the league and uphold TADA's mission, values, and code of conduct. Maintain confidentiality when dealing with sensitive member or league matters. Support events, promote growth of the league, and foster a welcoming, inclusive community.