

JERSEY DARTS ORGANISATION – CONSTITUTION

SECTION “J” DUTIES OF OFFICERS

1.00 PRESIDENT

- 1.01** The President shall be responsible for the calling of JDO Meetings as approved by the Executive Council and as such shall instruct the General Secretary to effect notification of personnel as necessary
- 1.02** The President shall compile Agendas for Executive and Full Committee Meetings
- 1.03** The President shall control proceedings at all JDO Meetings
- 1.04** In the instance of any absence of the President at any JDO Meetings then the Meeting shall appoint the Vice Chairman to control proceedings at that specific Meeting only

2.00 VICE PRESIDENT

- 2.01** The Vice President is required to take over the roles of the president in their Absence.

3.00 COORDINATOR

- 3.01** The Coordinator shall have full knowledge of the JDO constitution and rules and advise the JDO Committee as such
- 3.02** The Coordinator is required to gather information to ensure the JDO conforms to the rules and regulations for Membership of the WDF and instruct the Executive Council where necessary
- 3.03** The Coordinator shall be responsible for overseeing the scheduling, Promotion, organising and staging Open Events as staged under the name of the JDO
- 3.04** Coordinator shall be responsible for the administration of all matters and arrangements appertaining to JDO Members participation in WDF & BDO Invitational Event & Championships
- 3.05** The Coordinator will be responsible for the travel arrangements of the Island Teams
- 3.06** The Coordinator will assist in the update of the JDO Website and any other Electronic Media

4.00 GENERAL SECRETARY

- 4.01** The General Secretary will require the incumbent to allow the use of his/her residence as JDO Headquarters for the purpose of receiving any communications intended for the attention of the JDO
- 4.02** The General Secretary shall liaise with all principal officers and forward any communications to those entitled to receive them
- 4.03** The General Secretary will maintain records of JDO Memberships and relevant Directories

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- 4.04** The General Secretary will act on instruction of the President in any matters appertaining to the JDO
- 4.05** The General Secretary shall maintain where practical a calendar of JDO Events
- 4.06** The General Secretary shall take minutes as instructed at JDO Sub Committee Meetings but unless acting in another capacity shall have no vote at the meeting attended.

5.00 TREASURER

- 5.01** The Treasurer shall be responsible for the conducting and recording of all financial Transactions of the JDO
- 5.02** The Treasurer shall be the principal signatory on all JDO cheques
- 5.03** The Treasurer shall be responsible for the preparation of balance sheets and statements for production at meetings or on instruction by the President
- 5.04** The Treasurer shall maintain an inventory of all JDO property and assets
- 5.05** At the end of the Financial year the Treasurer shall prepare, or cause to be prepared, Accounts In accordance with the provisions set out in Section 'K' – FINANCE
- 5.06** The Treasurer shall liaise with the Independent Auditors, appointed at the Annual General Meeting in accordance with the provisions of Section 'K' - FINANCE, and shall provide them with all information and explanations they require in order to perform the duties of their appointment

6.00 NON EXECUTIVE OFFICER – NON PLAYING TEAM CAPTAIN
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- 6.01** The Team Captains shall be responsible for all matters appertaining to their respective Teams or Squads of players selected to represent Jersey for any darts events
- 6.02** The Team Captains shall make themselves familiar with and ensure compliance with any Rules appertaining to the Championship or event in which the Island Team or players are participating
- 6.03** All aspects of observance of Rules on dress on allocation of playing shirts and uniforms shall be the responsibility of the Team Captain
- 6.04** The Team Captain shall ensure that all selected players are properly registered for the event in which they are participating
- 6.05** All dealings with any opposing Team Management at darts events will be carried out by the Team Captain
- 6.06** In the event of an 'incident' occurring at an event in which a Jersey Team is participating then the respective Team Captain deemed to be responsible for the Jersey Team shall be empowered to suspend any players from all JDO activities pending the result of a Disciplinary Hearing [Reference also Section 'O' - DISCIPLINARY PROCEDURES]

7.00 NON EXECUTIVE OFFICERS – JDOLL EXECUTIVE COMMITTEE
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- 7.01** The JDOLL Executive Officers shall be responsible for running the JDOLL on behalf of the JDO.
- 7.02** JDOLL Executive Officers will be required to form part of the JDO Committee in a Non Executive role
- 7.03** The JDOLL Executive Officer shall be delegated functional responsibilities and who shall be responsible for implementing any decisions taken by the Executive Council.