

Northern District Shuffleboard Association

2nd Vice President Responsibilities

The primary responsibility of the Second Vice President of the NDSA is the preparation and submission of all the NDSA material to the FSA for the preparation of the Northern District section of the annual FSA Preview.

A breakdown of the various responsibilities in the preparation of the Preview material follows:

1. Present each club at the March membership meeting with a packet containing the following:
 - a. An invoice, if required, by each individual club.
 - b. A copy of the ad or ads related to that club which appeared in the prior year's Preview.
 - c. A set of instructions detailing how the order form is to be filled out, to whom the check is to be written, and when and to whom the material is to be returned.
 - d. A few extra order forms and some encouragement to obtain new ads.
2. Confirm, prior to the deadline set by the FSA, that all clubs have submitted the necessary material for their ad or ads. If not, follow through to obtain the ads.
3. Encourage clubs to seek out new ad sponsors for advertising in the FSA Preview.
4. Assemble all material for the Preview including the following.
 - a. The upcoming years schedule.
 - b. Pictures of the officers with their title, phone number, address, and e-mail address.
 - c. Tournament directors' names and phone numbers (if included in the Preview)
 - d. Last years tournament winners (obtained from the Keeper of Records)
 - e. Listing of member clubs, with address, President's name, number of members and number of courts (obtained from the Keeper of Records)
 - f. A list of Northern District Pros and a list of all Northern District Amateurs (obtained from the Keeper of Records)

Adopted: - March 31, 2023