

NCTTA

Job Title: President	
Department: Executive Board	

Position Overview

The President shall act as the chief executive officer of the association and shall supervise generally the management of the affairs of the association subject only to the supervision of the Board.

Essential Job Functions

To serve as the primary leader in the absence of the president.
Have general active management of the business of the association
Will ensure all legal documents are signed and collected appropriately
maintains accurate records of and, when necessary, certify proceedings of the board

Board Affairs

Manage other members of the board to better work for the overall efficiency of the organization
See that orders and resolutions of the board are carried into effect; oversees board affairs
Coordinates individual board assignments
Ensures that board matters are handled properly, including
preparation of pre-meeting materials, committee functioning, and recruitment and orientation of new board members

Communication

Presides over all meetings and leads the e-communication.
Develops agenda for meetings in concern with VP and Historian
Is the official representative of the organization to any other organization such as USATT and sponsors.

Special Projects

Oversees all NCTTA finances and operations, including the planning and preparation of NCTTA Championships along with the championship committee and designated technical director (s)
Recommends to the board which committees are to be established and with help of board seeks and recruits volunteers for these committees
Along with board identifies specific committee goals and recommendations
Facilitate special projects
Will be a non officio member of each committee if not an actual member of select committees
Determines whether executive committee meetings are necessary and convenes them accordingly

Non-essential Job Functions

A day to day functioning manager of the association
Be at other board member's disposal for help with coordinated tasks and or responsibilities

Requirements

At least 2 years of athletic non-profit organizational experience.
Volunteered or served on committee within NCTTA for at least one year
Be able to work well with other sport organizations.
Basic knowledge of Microsoft Office.
Be able to communicate effectively both oral and written.
Must be able to have access to a computer so that you can check e-mail once every 24 hrs.
Be able to travel on organizational business, given enough preparation time.

Other Skills/Abilities

Common knowledge of contracts and or agreements.
Be able to read, translate, and create organizational bylaws.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.
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