

NCTTA

Job Title: Historian	
Department: Executive Board	

Position Overview

To serve as member of the executive board for the National Collegiate Table Tennis Association. Participating in the short and long term decision making to accomplish organizational goals.

Essential Job Functions

To be responsible for keeping records of board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and agenda to each Board member, and assuring that corporate records are maintained

Facilitate special projects.

Serve as official archivist for the NCTTA

Solicit and collect all past business documents, tournament registration, program/result materials; annual competition schedules; list of participants; coaches; officers; scholarship winners; elite honors recipients; publicity articles; pictures and important memorabilia

Shall have charge of all papers, archives, records and property

Provide significant historical data and displays when needed by NCTTA

Non-essential Job Functions

In the event of a vacant board position, assist the president in completing that positions duties.

Organizational spokesperson

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.

Experience in fundraising is a bonus.

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.