

NCTTA

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| Job Title: Vice President | |
| Department: Executive Board | |
| Revision Date: 3/13/08 | |

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 serve as the primary leader in the absence of the president.
- Facilitate special projects.
- Serves as the assistant to the technical delegate for the Championships.
- Informal director for organizational development.
- Must chair at least one committee.
- Must serve as a voting member of the Financial and Ethics/Rules Committee.

Non-essential Job Functions

- A working member for up-dating the organizational prospectus.
- In the event of a vacant board position, assist the president in completing that positions duties.
- Be a member in the world university committee for that year of competition.
- 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.