

Job Title: Athlete Representative	
Department: Executive Board	
Revision Date: 5/9/2012	

Position Overview

The Athlete Representative shall serve as a representative for all college table tennis athletes on the board and this person should possess good communication skills (listening and speaking). As a member of the executive board the Athlete Representative shall participate in short and long term decision making to accomplish organization goals.

Essential Job Functions

- Serves as the primary representative to college table tennis athletes on the board at any and all Executive board meetings.
- Facilitates special projects.
- Carries out duties in relation to representing college table tennis players concerns, issues, etc.
- Time permitting will take votes and opinions from college table tennis athletes on issues and motions; in all other scenarios will make vote in the best interest of the athletes.
- Shall participate regularly in board motions, hub discussions and emails.
- Facilitates convenient avenues of communication between athletes and NCTTA staff, including regional directors, committee members, executive board, and accessory personnel.

Non-essential Job Functions

- Organizational spokesperson.

Requirements

- A member of a current NCTTA member school or once a member of an NCTTA member school; alumni are encouraged to apply.
- Be able to work well with other sport organizations.
- Basic knowledge of Microsoft Office.
- Be able to communicate effectively both oral and written in myspace, facebook, email and other mediums of communication.
- 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.
- Knowledge of NCTTA Bylaws, Competition Rules and Regulations, Championships Regulations and other organization rules and procedures.

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