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| Job Title: League Director Representative | |
| Department: Executive Board | |
| Revision Date: 5/9/2012 | |

Position Overview

- To serve as member of the executive board for the National Collegiate Table Tennis Association.
- Participate in the short and long term decision making to accomplish organizational goals.
- Work with all regional directors (RDs) and division directors (DDs) throughout the year to ensure the league runs smoothly.

Essential Job Functions

- To serve as the primary representatives to RDs and DDs on the board at any and all Executive board meetings.
- Familiarize with NCTTA league play and rules.
- Provide trainings to RDs and DDs once per semester.
- Oversee all RDs and DDs to ensure league runs smoothly. Provide prompt assistance/advice/solution to RDs/DDs when problems arise.
- Facilitate special projects.
- Shall carry out duties in relation to representing the NCTTA RDs' and DDs' concerns, issues, etc.
- Will take votes and opinions from all RDs and DDs on issues and motions; in all other scenarios will make vote in the best interest of division directors.
- Must be voted in by newly voted in RDs and DDs.
- This person can be any person affiliated or not affiliated with an NCTTA club or team

Requirements

- At least 2 years of athletic non-profit organizational experience.
- Volunteered or served on committee within NCTTA, Division Director, Regional Director and or NCTTA Board for at least one year or have had equivalent experience determined by NCTTA Rules/Audit Committee
- 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 respond to emails within 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.