

NCTTA

Job Title: Historian	
Department: Executive Board	
Revision Date: 5/10/2010	

Position Overview

The Historian shall serve as the primary record keeper for the the National Collegiate Table Tennis Association. As a member of the executive board the Historian shall participate in short and long term decision making to accomplish organization goals.

Essential Job Functions

- 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
- Facilitates special projects.
- Serves as official archivist for the NCTTA.
- Solicits and collects 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.
- Provides 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. Individual may perform other related duties as negotiated to meet the ongoing needs of the organization.