

NCTTA

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

Position Overview

The President shall act as the chief executive officer of the association and shall supervise generally the management of the affairs of the association subject only to the supervision of the Board.

Essential Job Functions

- Serves as the primary leader of association
- Have general active management of the business of the association
- Will ensure all legal documents are signed and collected appropriately
- maintains accurate records of and, when necessary, certify proceedings of the board

Board Affairs

- Manage other members of the board to better work for the overall efficiency of the organization
- See that orders and resolutions of the board are carried into effect; oversees board affairs
- Coordinates individual board assignments
- Ensures that board matters are handled properly, including preparation of pre-meeting materials, committee functioning, and recruitment and orientation of new board members along with HR officer.

Communication

- Presides over all meetings and leads the e-communication.
- Develops agenda for meetings in coordination with VP
- Is the official representative of the organization to any outside companies or organizations, except in circumstances where another individual is designated.

Special Projects

- Oversees all NCTTA finances and operations, including the planning and preparation of NCTTA Championships along with the championship committee and designated technical director(s).
- Recommends to the board which committees are to be established and with help of board (specifically the HR officer) seeks and recruits volunteers for these committees
- Along with board identifies specific committee goals and recommendations
- Facilitate special projects
- Will be a non officio member of each committee if not an actual member of select committees
- Determines whether executive committee meetings are necessary and convenes them accordingly

Non-essential Job Functions

- A day to day functioning manager of the association
- Be at other board member's disposal for help with coordinated tasks and or responsibilities

Requirements

- At least 2 years of athletic non-profit organizational experience.
- Volunteered or served on committee, been Regional Director, Division Director or served on an NCTTA board for at least one year without being removed.
- 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.

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.
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