

Duties of EXECUTIVE POSITIONS

President

Represent NLTTA at provincial and federal level:

- Liaison between NLTTA and SPORT NL, GOV NL, TTCAN. (Establish all necessary communications and clarify funding procedures).

Marketing and Promotion:

- Identify regional contact in each region of the province.
- Work with NL Games Coordinator to identify regional contacts for NL Winter Games (potential coaches and organizers).
- Promote the game of Table Tennis at every opportunity.

Vice-President - Technical

Tournaments:

- Establish a tournament schedule at the beginning of the season
- Tournament registration
- Organize tournament formats and prize structures.
- Coordinate with communications officer to publish and celebrate winners.

Ratings:

- Harvest ratings at NLTTA sponsored club events and tournaments.

Vice-President - Administration

Regional Liaison:

- Encourage tournaments in every region as part of member building process.

NL Games:

- NL Games Coordinator - Establish contacts, coaches and teams in each region.
- Correct and publicize technical package.
- Schools Committee Chair - All coaches and sponsors of school teams should be contacted by this committee: Establish contact list and poll schools for activity, needs and potential.
- Work with VP-Technical to create our own attractive schools' events and use social media to celebrate winners: top table tennis school in province, junior high player in province etc.

Duties of OFFICERS

Secretary

- Maintains records of the board and ensures effective management of organization's records
- Manages minutes of board meetings
- Ensures minutes are distributed to members shortly after each meeting

- Maintains a membership list (including mailing addresses and emails) - Sends out pertinent information to membership
- Create NLTTA brochure and other advertising.
- Organize the Trackie registration page for tournaments.

Treasurer

- Manages finances of the organization
- Administrates fiscal matters of the organization
- Provides annual budget to the board for members' approval - Provides periodic reports of spending.

Duties of REGIONAL REPRESENTATIVES

- Identify and seek to meet regional needs by coordinating contacts, camps and clinics as well as promoting registration of players and clubs.
- Maintain a list of clubs and players in their region.
- Organize and run at least one NL TT A sponsored tournament.
- Seek local sponsorship from businesses in the region to help promote Table Tennis.
- Strive to increase Table Tennis participation in the region

Duties of COMMITTEE CHAIRS

Equipment

- Maintain an inventory of all NLTTA owned equipment. - Ensure all equipment is in safe working order.
- Determine equipment needs for NLTTA.
- Determine suitable storage for equipment. - Arrange for moving equipment.
- Act as contact for players needing equipment through various suppliers.

Officials

- Seek certification
- Coordinate officials course.
- Recruit others as officials
- maintain a list of referees and umpires.
- Organize and educate match officials for events. (All players must complete Club Umpire and agree to umpire during tournaments when they are not playing).

Coaching

- Identify all coaches province wide and maintain records of activity and certification.
 - Increase the number of active certified coaches.
 - Coordinate certification and encourage upgrades.
 - Establish a unified approach with province wide tracking of athletes.
- Communications Officer / Social Media

- Maintain the NLTTA webpage, Facebook page and twitter account.
- Encourage membership to use social media to obtain important NLTTA information

Awards

- Identify individuals as recipients of awards.
- Develop policy for the selection of individuals and teams for awards.
- Convene a selection committee.
- Procure awards.
- Liaise with provincial and national awarding organizations.