

EXECUTIVE JOB DESCRIPTIONS

M.T.T.A. PRESIDENT

1. ELIGIBILITY

- 1.1. Must be a member in good standing of the M.T.T.A.
- 1.2. Must have served previously as a Chairman of two or more M.T.T.A. Committees.
- 1.3. Should have served as a Vice-President of the M.T.T.A. for at least one term.
- 1.4. Must possess good administrative and communication skills and be able to effectively represent the Association before the public, government agencies, the news media and other such groups and organizations.

2. ROLE

- 2.1. The President shall be the Chief Executive Officer of the Association.
- 2.2. He shall be charged with the general management and supervision of the affairs of the Association.
- 2.3. He shall see to it that all orders and resolutions of the officers are carried out.
- 2.4. He shall represent the Association to outside groups and organizations.

3. RESPONSIBILITIES

- 3.1. Manitoba Table Tennis Association Meetings
 - 3.1.1. The President shall call all meetings of the Executive and Special meetings of members.
 - 3.1.2. He shall act as the presiding officer at these meetings and at the Annual General Meeting.
 - 3.2. M.T.T.A Committees
 - 3.2.1. The President shall oversee and coordinate functions of the various committees of the M.T.T.A. and shall assign to them specific tasks and responsibilities as required.
 - 3.2.2. He shall sit as ex-officio member of the committees of the M.T.T.A.
 - 3.3. Sport Manitoba Inc. Responsibilities
 - 3.3.1. The President shall attend Sport Manitoba meetings as required.
 - 3.3.2. He shall correspond with the Sports Manitoba on all relevant matters and shall promote the best interests of the M.T.T.A to Sport Manitoba.
 - 3.4. Budgeting and Planning
 - 3.3.3. The President, in conjunction with the Executive Committee and the Executive Director, shall be responsible for the preparation of the annual budget and for the planning of the Association's programs and priorities.
 - 3.4. Sport Manitoba Game Plan
 - 3.4.1. The President, in conjunction with the Executive Committee and the Executive Director, shall be responsible for the completion of the annual Sport Manitoba Game Plan and all associated documentation.
 - 3.5. C.T.T.A Liaison
 - 3.5.1. The President shall correspond with the C.T.T.A. on all matters of mutual concern.
 - 3.5.2. He shall review all incoming information from the C.T.T.A. and distribute it to the appropriate committees/members within the M.T.T.A.
 - 3.5.3. He shall fulfill the role of Manitoba Director to the C.T.T.A and shall attend all Board of Directors meetings of the C.T.T.A.
 - 3.6. Delegation of Responsibilities
 - 3.6.1. The President may delegate various of the above responsibilities where appropriate to committees/members within the M.T.T.A. or to any employee of the M.T.T.A.
-

EXECUTIVE JOB DESCRIPTIONS

M.T.T.A. PAST PRESIDENT

1. ELIGIBILITY

- 1.1. The Past President shall have served as President of the Association during the previous year.
- 1.2. The Past President shall be eligible to hold office for a one-year term.
- 1.3. In the event that the Past President is unwilling or unable to assume office then the vacant position on the Executive shall be designated as Member at Large.
- 1.4. He must be a member in good standing of the M.T.T.A.

2. ROLE

- 2.1 Shall act in an advisory capacity to the President and the Executive Committee.

3. RESPONSIBILITIES

- 3.1. Shall attend all Executive Committee meetings.
 - 3.2. Shall undertake such tasks and responsibilities as delegated by the President.
-

M.T.T.A. VICE-PRESIDENT (ADMINISTRATION)

1. ELIGIBILITY

- 1.1. Must have served previously as a Chairman of one or more M.T.T.A. committees.
- 1.2. Should have previous experience as an Executive member of a sports group or similar organization.
- 1.3. Should possess good administrative skills and be able to communicate effectively with the Chairmen of the various administrative committees under his jurisdiction.
- 1.4. Must be a member in good standing of the M.T.T.A.

2. ROLE

- 2.1. Shall be responsible for implementing and coordinating the administrative programs of the M.T.T.A.
- 2.2. Shall participate in meetings with Sports Manitoba and other groups or organizations when required, where matters pertaining to the administrative programs of the M.T.T.A. are being discussed.
- 2.3. Shall provide administrative support to the Executive Director when required.
- 2.4. Shall serve as ex-officio member of the administrative committees.
- 2.5. Shall assume the duties of the President in his absence.
- 2.6. Shall report directly to the President of the M.T.T.A.

3. RESPONSIBILITIES

- 3.1. Shall attend all Executive Committee meetings.
- 3.2. Shall attend meetings of the administrative committees under his jurisdiction when required.
- 3.3. Shall coordinate the work of the administrative committees in conjunction with the committee chairmen.
- 3.4. Shall participate in the preparation of grant submissions.
- 3.5. Shall assist in the preparation of budgets related to the various administrative programs.
- 3.6. Shall provide regular reports to the Executive Committee on the work of the administrative committees.

EXECUTIVE JOB DESCRIPTIONS

M.T.T.A. VICE-PRESIDENT (TECHNICAL)

1. ELIGIBILITY

- 1.1 Must have served previously as a chairman of one or more M.T.T.A. Committees, preferably technical committees.
- 1.2 Should have a good knowledge of the technical aspects of table tennis.
- 1.3 Must be a member in good standing of the M.T.T.A.

2. ROLE

- 2.1. Shall be responsible for implementing and coordinating the technical programs of the M.T.T.A.
- 2.2. Shall participate in meetings with Sport Manitoba and other such groups or organizations when required, where matters pertaining to the technical programs of the M.T.T.A. are being discussed.
- 2.3. Shall provide technical assistance and advice to the Executive Director and technical committees when required.
- 2.4. Shall serve as ex-officio member of the technical committees.
- 2.5. Shall assume the duties of the President in the absence of both the Vice-President Administration and the President.

3. RESPONSIBILITIES

- 3.1. Shall attend all Executive Committee meetings.
- 3.2. Shall attend meetings of the technical committees under his jurisdiction when required.
- 3.3. Shall oversee and coordinate the work of the technical committees under his jurisdiction.
- 3.4. Shall participate in the preparation of grant submissions related to the Association's technical programs.
- 3.5. Shall participate in the preparation of budgets related to the various technical programs.
- 3.6. Shall assist the technical committee chairmen in the planning and implementation of the Association's technical programs when required.
- 3.7. Shall provide regular reports to the Executive Committee on the work of the technical committees.

M.T.T.A. TREASURER

1. ELIGIBILITY

- 1.1. Must have expertise in the preparation and interpretation of financial records.
- 1.2. Must have served previously as a member of one or more M.T.T.A. committees, preferably Administrative.
- 1.3. Must be a member in good standing of the M.T.T.A.
- 1.4. Should have previous experience in a similar position with a sports organization or other such group.

2. ROLE

- 2.1. The Treasurer shall keep full and accurate records of the financial affairs of the Association.
- 2.2. He shall be one of the named Signing Officers of the Association.
- 2.3. The Treasurer may where appropriate delegate one or more of his responsibilities to the Executive Director or other office staff.

3. RESPONSIBILITIES

- 3.1. He shall keep records of all deposits and receipts in the ledgers of the Association.

EXECUTIVE JOB DESCRIPTIONS

- 3.2. He shall ensure that all the Association's banking requirements including the depositing of moneys and other valuable effects to the credit of the Association are completed in a timely manner.
 - 3.3. He shall be responsible for the preparation of interim financial statements as required by Sport Manitoba.
 - 3.4. He shall assist in the preparation of the Association's program budgets and the annual budget.
 - 3.5. He shall ensure that all relevant financial records are provided to the Association's auditors for the purpose of preparation of the audited year-end financial statement.
 - 3.6. He shall provide regular reports on the financial standing of the Association to the Executive.
 - 3.7. He shall present a report to the AGM.
 - 3.8. He shall carry out such other duties as may from time to time be assigned by the Executive.
-

M.T.T.A. SECRETARY

1. ELIGIBILITY

- 1.1 Should have previous experience in a similar position with a sports organization or other such group.
- 1.2 Must have served previously as a member of one or more M.T.T.A. committees.
- 1.3 Must be a member in good standing of the M.T.T.A.

2. ROLE

- 2.1 Shall be responsible for the planning and coordination of all meetings of the Executive Committee and the general membership.
- 2.2 Shall ensure that full and accurate records are kept of all meetings of the Executive Committee and the general membership.
- 2.3 The Secretary may where appropriate delegate one or more of his responsibilities to the Executive Director or other office staff.

3. RESPONSIBILITIES

- 3.1 Shall attend all meetings of the Executive, Management Committee and general membership.
 - 3.2 Shall act as a secretary and record minutes at the above meetings.
 - 3.3 Shall arrange for notices of meetings and copies of minutes to be distributed as required.
 - 3.4 Shall be in custody of all documents, records and contracts belonging to the Association.
 - 3.5 Shall be responsible for securing facilities for meetings.
 - 3.6 Shall be responsible for calling together members of the above committees for meetings.
 - 3.7 Shall perform such other duties as may from time to time be determined by the Executive.
-

M.T.T.A. MEMBER AT LARGE

1. ELIGIBILITY

- 1.1 The position of Member at Large becomes available if:
 - a. Any of the other positions on the Executive are not filled (with the exception of the President),
 - b. there is no Past President,
 - c. the position of the Treasurer and Secretary are combined.
- 1.2 The nominee must be a member in good standing of the M.T.T.A.

EXECUTIVE JOB DESCRIPTIONS

2. **ROLE**

- 2.1 Shall assist the other members of the Executive in carrying out their responsibilities and duties.

3. **RESPONSIBILITIES**

- 3.7. Shall attend all Executive Committee meetings.
 - 3.8. Shall undertake such tasks and responsibilities as delegated by the Executive.
-

ATHLETE REPRESENTATIVE

1. **ELIGIBILITY**

- 1.1. Must be a current or former athlete, preferably a Provincial Squad member.
- 1.2. Must be a member in good standing.
- 1.3. Must have reached the age of 18 years.
- 1.4. Must have a good awareness and appreciation of issues facing the Athletes within the MTTA.

2. **ROLE**

- 2.1. Shall represent the interests of competitive athletes at all levels.
- 2.2. Shall act as the liaison between the Athletes and the Executive Committee.

3. **RESPONSIBILITIES**

- 3.1. Shall attend all meetings of the Executive Committee.
- 3.2. Shall present any concerns of the Athletes to the Executive Committee.
- 3.3. Shall be available to meet with Athletes when necessary to discuss their concerns.
- 3.4. Shall meet on a regular basis with the Provincial Squad Athletes.
- 3.5. Shall present a report at the AGM.

EXECUTIVE JOB DESCRIPTIONS