

# Central Coast Table Tennis Association

## Office Bearer Duties

<i>Activity</i>	<i>President</i>	<i>Secretary</i>	<i>Treasurer</i>	<i>Recorder</i>	<i>Committee</i>
Uphold the Constitution	✓	✓	✓	✓	✓
Make Executive Committee decisions	✓	✓	✓		
Approval of Expenditure (Signature of cheques etc)	✓	✓	✓		
Plan, convene and run meetings	✓				
Attend association meetings	✓	✓	✓	✓	✓
Represent the association	✓	✓	✓	✓	
Provide an Annual General Meeting report	✓	✓	✓		
Provide Quarterly Financial Reports at Management Meetings			✓		
Provide verbal financial balances at all Management meetings			✓		
Record and distribute minutes of meetings		✓			
Advise members of Special and Annual General Meetings		✓			
Correspondence in and out	✓	✓	✓	✓	
Maintain player database		✓			
Collection, banking and payment of monies owing			✓		
Record financial transactions of association			✓		
Creation and distribution of competition draws				✓	
Collection, recording and storage of player results				✓	
Hall Set-up (Tables, Nets, Chairs etc)	✓				✓
Set Timeframes and Rules for all Competitions	✓	✓	✓	✓	✓
Arrange presentations (Food, location, timing, trophies, shirts)	✓	✓	✓	✓	✓
Approval and setting of all Expenditure (fees allowances etc)	✓	✓	✓	✓	✓
Assist in the running of Tournaments and Championships etc.					✓
Policing of the Playing Codes (Code of Conduct and Player Dress Code)	✓	✓	✓	✓	✓
Insurance cover requirements	✓	✓			
Advertising requirements and initiatives	✓	✓	✓	✓	✓
Co-ordinate the Kogarah RSL visit	✓				
Purchasing of equipment (Tables, nets, balls etc)	✓	✓	✓		
Maintenance of equipment (Inspections)	✓	✓	✓	✓	✓
Maintain association forms		✓		✓	