

UofT Table Tennis Club

Executive Positions

(Updated March 30, 2023)

The President (1-2) shall:

- Act as the spokesperson and point of contact for the club: overseeing the club's social media platforms, email accounts, and other online accounts.
- Be responsible for the organization, administration, and continuity of the club
- Redistribute duties among executive members for specific issues or events
- Oversee all aspects of the club
- Prepare a detailed schedule of the club for the Fall-Winter session of the academic year
- Be available to support other executives in their role when needed
- Take charge of the financial operation and any relevant funding applications for the club
- Supervise Athletic Centre and Hart House practices

Requirements

- At least 1-year experience as an executive (preferably as Vice President)

The Vice President (1) shall:

- Learn to adopt the duties of the President(s), assist the President(s) with all club activities and fulfill their responsibilities when absent
- Delegate duties to among executives accordingly and ensure the flow of events
- Ensuring that the UTTTC functions are in compliance with University/UTSU regulations
- Supervise Athletic Centre and Hart House practices

Requirements

- At least 1-year experience as a UTTTC executive

The Events Coordinator (1-3) shall:

- Organize, execute and actively attend key club events including but not limited to Open Houses, regular practice sessions, and Club Intramural Tournaments etc.
- Plan and execute the Club Intramural Tournaments in cooperation with the Intramurals Coordinators and the Athletic Centre
- Plan appropriate social events throughout the year
- Organize UTTTC booth at annual Club's Fair or similar promotional events and prepare required materials
- Supervise Athletic Centre and Hart House practices

Requirements

- Experience in running social events (preferably)
- A strong understanding of both team and singles/doubles competition formats and basic table tennis umpire/referee rules is an asset

The Competitive Team Captain (1-2) shall:

- Plan and organize tryouts for the competitive team at the beginning of the academic year and whenever needed
- Be the main contact for NCTTA inter-university tournaments, plan and facilitate all NCTTA tournaments and excursions
- Actively organize weekly team practices and maintain effective communication within the team
- Supervise Athletic Centre and Hart House practices

Requirements

- Be an active or past member of NCTTA
- Experience in competitive table tennis is an asset

The Competitive Team Manager (1-2) shall:

- Assist the Competitive Team Captains as Vice-Captains and oversee logistics issues like keeping track of required paperwork for NCTTA.

- Actively organize and participate in weekly team practices and maintain effective communication within the team
- Be familiar with NCTTA Rules and Regulations and all relevant regulations from other parties (e.g. competition venue, the University authorities etc.); ensure the competitive team conforms to all the regulations.
- Supervise Athletic Centre and Hart House practices

Requirements

- Be an active or past member of NCTTA
- Experience in competitive table tennis is an asset

The Public Relations Officer (1) shall:

- Advertise all club events and activities to University of Toronto students by preparing and publishing newsletters, brochures, and other promotional materials
- Assist in managing all club social media accounts under the supervision of the Presidium team
- Contact sponsors and external organizations for club activities, establish and maintain healthy relationships with sponsors and external organizations in coordination with the Presidium team
- Supervise Athletic Centre and Hart House practices

Requirements

- Confidence in reaching out to external sponsors and alumni
- Experience seeking sponsorships (preferably)

The Secretary (1) shall:

- Maintain and update the club's social media platforms, email accounts, and other online accounts under the supervision of the Presidium team
- Maintain and administer club membership lists
- Maintain and administer club emailing lists
- Assist the President and the entire executive team on paperwork or formal writings whenever needed
- Supervise Athletic Centre and Hart House practices

Requirements

- Familiar with social media and WordPress
- Great professional writing skills (preferably)

The Intramurals Coordinator (1-2) shall:

- Coordinate and negotiate all UofT official intramural events in cooperation with UofT Intramurals Office and the Athletic Centre
- Organize and execute the Club Intramural Tournaments in cooperation with the Events Coordinators and the Athletic Centre
- Maintain communication with intramural players and respond to their questions/concerns appropriately
- Advertise the intramural events to the University of Toronto community
- Supervise Athletic Centre and Hart House practices

Requirements

- A strong understanding of both team and singles/doubles competition formats and basic

table tennis referee rules is an asset