

OTCA Advisory Board
Job Descriptions

I. PRESIDENT

- A. Schedule all meetings for the OTCA
 - 1. Schedule date, time, and location
 - 2. Locate and confirm speakers for Winter and Summer Clinics
 - 3. Print agendas
 - 4. Chair all meetings
 - 5. Approve all expenditures

II. PRESIDENT-ELECT

- A. Assist President with all business for the following year's presidency
- B. Assist with Clinics in whatever position necessary

III. SECRETARY / TREASURER

- A. Supervise correspondence for the OTCA
- B. Maintain rosters of OTCA members
- C. Maintain the OTCA website
- D. Send out notices of meetings to all members
- E. Minutes
 - 1. Take minutes of all meetings
 - 2. Read minutes of last meeting
- F. Assist with registration
- G. Write letters and thank you notes for the OTCA
- H. Consult with Executive Director
- I. Print All-State and All-Star rosters
- J. Maintain all OTCA accounts
- K. Compile and present financial reports as needed
- L. Complete and file all necessary paperwork for
 - 1. Tax purposes
 - 2. Grants from the ODTA
 - 3. Donations to the OTCA
- M. Coordinate with Tournament Director of all OTCA sponsored tournaments

- N. Handle all dues and fees at Winter and Summer Clinic and All-State Matches
- O. Issue receipts for dues and fees
- P. Get approval of expenditures from Executive Director and/or President

IV. EXECUTIVE DIRECTOR

- A. Order all plaques
 - 1. Outgoing President
 - 2. Coaches of the Year
 - 3. Players of the Year

V. ADVISORY BOARD MEMBERS

- A. Attend all meetings of the OTCA
 - 1. Summer Clinic
 - 2. OCA All-State Games
 - 3. Fall Meeting (November)
 - 4. Winter Clinic (February)
 - 5. Regional Assignment Meeting (April)
 - 6. All-State Selection Meeting (May)
- B. Make decisions concerning OTCA
- C. Make regional assignments for each class
- D. Supervise state seeding meetings for each class
- E. Serve on All-State Selection Committee
- F. Assist Officers at the All-State Games
- G. Resolve conflicts between Coaches and/or Schools