



# Sunrise Table Tennis Club, Inc.

A Not-For-Profit 501(c)(3) Public Charity Organization

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## EXECUTIVE DIRECTIVE 5

January 3, 2016

### WHAT IS AN OFFICER

Our Organizational Structure is divided into four sections:

- EXECUTIVE: Policy and planning.
- COMMUNICATIONS: Internal and external communications and promotion.
- ACTIVITIES: What we do to achieve our Mission.
- COMMUNITY: Reaching out to gain new participants and funding.

At the top tier of our Organizational Structure stand the Officer positions. Each Officer heads a division of the organization within one of the four sections, and has defined areas of primary responsibility as noted for their division on our Org Chart.

While an Officer is expected to fulfill their areas of responsibilities, this does not mean that it is expected that they do all the work. An Officer is a top executive of the organization and should be thinking long-term in terms of doing as little of the work as possible. It is the Committees and their volunteers under the Officer that eventually should be doing the bulk of the work. The main work of an Officer should be planning and oversight of the execution of those plans by their Committees. It is only when there are not enough volunteers manning Committees that an Officer must do the bulk of the work of execution as well.

The primary responsibility for finding volunteers for the Committees falls to the Membership Officer, who regularly communicates with the Members directly. It falls on the shoulders of each Officer to form their own Committee structure and let the Membership Officer know what volunteers they need to carry out the plans and activities of their division of the organization, and to do some volunteer recruitment as well.

Martin Shapiro

President, Sunrise Table Tennis Club Inc.

Approved by the STTCI BOD.