

President

Roles and responsibilities

The President is responsible for:

- Representing FISTF at all levels of the sports table football community
- Representing FISTF in dealings with outside organisations and sponsors/supporters
- Representing FISTF in dealings with media
- Ensuring FISTF adheres to its constitution and rules
- General oversight of the work of all Board members to ensure that FISTF is run effectively and efficiently
- Ensuring regular Board meetings are organised
- Preparing an agenda in consultation with the General Secretary ensuring sufficient information is available to Board members
- Determining that a quorum is present in order to start a meeting;
- Ensuring all BoD members have the opportunity to speak, addressing the meeting through the Chair
- Preserving order throughout the meeting and keeping discussion and decision making relevant and within time
- Suggesting appropriate procedures to deal with any difficulties in getting through agenda items if necessary
- Signing minutes of the previous meeting after they have been confirmed as a true record
- Overseeing FISTF Handbook management, update and release, supported by the General Secretary and other Board members.

Qualifications and Experience

- Strong strategic management skills
- Experience as a senior member of a club or association board, ideally in a sports table football environment.
- High level spoken and written English
- Strong computer literacy
- Possess strong relationships with a broad and diverse cross section of the sports table football community
- Professional interpersonal and communication skills
- Ability to manage and meet competing demands through effective prioritising and delegation
- Ability to delegate but also to follow up and see projects through to their end
- Highly organised with the ability to work autonomously

General Secretary

Roles and responsibilities

The General Secretary is responsible for:

- Ensuring all correspondence and official records of the Federation (other than financial records) are up to date, accurate and in order and available to be looked at by those authorised to do so
- Receiving and acknowledging correspondence, and working with the President, relevant directors and the Board as a whole to ensure proper responses are provided.
- Assisting the President to organise Board meetings
- Ensuring that meeting papers (agenda, correspondence and previous minutes) have been distributed
- Ensuring the minutes of the meeting are taken, either by themselves or delegated to a minute taker
- Working with the President to ensure the meeting runs smoothly
- Working with the President and the BoD to ensure all relevant correspondence is distributed to member associations and that they are kept informed of all decisions of the BoD.
- Knowing the rules of the organisation and taking responsibility for all the legal requirements of incorporation.
- Ensuring all paperwork and forms of the Federation are properly structured and available to all members. Also to work on suitable solutions for the submission of relevant forms, including applications for membership, events and similar.
- Ensure proper organisation of annual meetings, and suitable technological solutions for members to access.
- Work with the President and other board members to review and update the Statutes and Handbooks as appropriate.

Qualifications and Experience

- Strong management and organisational skills
- Experience as a senior member of a club or association board, ideally in a sports table football environment
- High level spoken and written English
- Strong computer literacy
- Highly meticulous with a keen eye for detail
- Professional interpersonal and communication skills
- Ability to manage and meet competing demands through effective prioritising
- Ability to delegate but also to follow up and see projects through to their end
- Highly organised with the ability to work autonomously

The Finance Director/Treasurer

Roles and responsibilities

The Finance Director/Treasurer is responsible for:

- Overseeing the financial affairs of FISTF
- Presenting financial information to the BoD meetings for approval
- Keeping the Board informed and up to date about the finances in a manner that Board members can understand
- Ensuring an annual budget is prepared and expenditure against the budget is reviewed regularly
- Ensuring the financial records are current and in order, according to the requirements of the registration of FISTF.
- Ensuring the organisation has the necessary financial and investment advice to make sound decisions
- Organising and presenting the annual balance sheet and accounts to members of FISTF at the Annual General Meeting (AGM) and Congress, when appropriate.

Qualifications and Experience

- Experience/expertise in financial management
- Formal accounting/finance qualifications are not required but are highly preferred
- Experience as a member of a club or association board, ideally in a sports table football environment
- High level spoken and written English
- Strong computer literacy
- Highly meticulous with a keen eye for detail
- Professional interpersonal and communication skills
- Ability to manage and meet competing demands through effective prioritising
- Highly organised with the ability to work autonomously

Media Director

Roles and responsibilities

The Media Director, working closely with the President and the rest of the Board of Directors, is responsible for:

- Maintaining the FISTF website, FB, Instagram and Twitter accounts, including but not limited to assisting with media and news items
- Building understanding and support for FISTF, its member associations and Sports Table Football globally, as well as influencing positive opinion and behaviour from all stakeholders.
- Monitoring the publicity that is generated on behalf of FISTF, as well as liaising on a regular basis with the Board to update social media.
- Preparing written materials for public awareness campaigns.
- Maintaining a range of publications and social media forums to meet communications goals.
- Identifying communication strategies and appropriate communication channels
- Preparing materials, including brochures, posters, media releases, newsletters, promotional products, banners and internet text, in cooperation with others from around the world.
- Assisting in the development and implementation of communications strategies for key issues that can affect FISTF's image.
- Maintaining and developing links with national association webmasters, as well as international media outlets to facilitate good communication and ensure fair and accurate coverage of FISTF and the wider Sports Table Football community.
- Responding to media enquiries.

Qualifications and Experience

- Experience in media/communication management
- Experience as a member of a club or association board, ideally in a sports table football environment
- High level spoken and written English
- Strong computer literacy
- Highly meticulous with a keen eye for detail
- Professional interpersonal and communication skills
- Ability to manage and meet competing demands through effective prioritising
- Highly organised with the ability to work autonomously

Sports Director

Roles and responsibilities

The Sports Director is responsible for:

- Managing the Sports Department, involving management of all sports activities, including management and administration of the sports regulations - the Official Handbook and Tournament Organisers' Handbook (working with the General Secretary and other Board members) and the Sports Rules (as a member of the Rules and Referees Committee).
- Organisation and administration of the FISTF members (Member Nations) and registered players, referees, clubs and supporters, supported by the Operational Secretary and other Board members.
- Organisation and administration of international table football competitions, including the Calendar, supported by the Operational Secretary and other Board members.
- Implementing rules of the game and rules of competitions, as updated from time to time by the Rules and Referees Committee.
- Working together with the Media Director, Promotion & Marketing Director and Development Director, development of table football to increase the number of members and registered players, referees, clubs and supporters, and to develop recognition of table football as a sport.
- Working together with the Development Director, development and support of players' abilities through meetings and specialist high level training camps for players and referees.
- Ensure sports material is available and distributed in cooperation with the Marketing and Communications Departments to promote a positive image of table football.
- The Sports Director has the authority to create his/her own special commission to assist with the implementation of sports playing rules (currently, the Rules and Referees Committee), as well as the Tournament Organisers' Handbook.

Qualifications and Experience

- Must have experience in running major sports table football events, as Competition Manager or senior member of organisation.
- Experience as part of a club or association board, ideally in a sports table football environment
- High level spoken and written English
- Strong computer literacy
- Possess strong relationships with a broad and diverse cross section of the sports table football community
- Capacity to produce and analyse statistics and apply the results to development of our sport.
- Highly meticulous with a keen eye for detail.
- Professional interpersonal and communication skills
- Ability to meet competing demands through effective prioritising
- Ability to delegate but follow up and see projects through to their end
- Highly organised with the ability to work autonomously

Promotion & Marketing Director

Roles and responsibilities

Working closely with the President, the Media Director and the rest of the Board of Directors, the Director Marketing is responsible for:

- Assisting with developing ideas to promote and the market our sport.
- Assisting with the development of new ways to bring the community together through new tournament structuring and ideas aimed at giving the paying players value for money.
- Marketing the game globally with a strategic approach that is used by all Federations to encourage growth and highlight the good of the game.
- Encouraging the distribution and making our product available in stores and/or online.
- Listening to what the current players really want to see happen and implement where possible.
- Working with the Sports Director and Finance Director to develop budgets and contracts for any marketing plans.
- Planning advertising and promotional campaigns in radio, television, print, online media.
- Evaluating the look and feel of websites and other social media used in campaigns.
- Make best use of talented individuals within the sports table football community for provision of graphics, designs etc for posters and web banners.
- Initiating better understanding of needs of playing community.

Qualifications and Experience

- Experience in marketing
- Experience as a member of a club or association board, ideally in a sports table football environment
- High level spoken and written English
- Strong computer literacy
- Highly meticulous with a keen eye for detail
- Professional interpersonal and communication skills
- Ability to manage and meet competing demands through effective prioritising
- Highly organised with the ability to work autonomously

Development Director

Roles and responsibilities

Working closely with the President, the Media Director, the Promotion & Marketing Director and the rest of the Board of Directors, the Development Director is responsible for:

- Growing table football participation through highly engaging and fun entry level events.
- Activating strategies to increase participation among traditional football groups, such as junior and senior football clubs, as well as a supporters' clubs for males and females.
- Actively working with national associations to identify opportunities (football expos, film festivals, etc) in each region, and utilising clubs and national associations to deliver pre-prepared solutions.
- Facilitating coaching programs for youth, using top ranked players, working with Marketing and Finance department to create budgets for travel.
- Working with Marketing, Sport and Finance Directors for the provision of basic starter teams for use by new players of all ages.

Qualifications and Experience

- Experience in marketing/media/communications
- Experience as a member of a club or association board, ideally in a sports table football environment
- High level spoken and written English
- Strong computer literacy
- Highly meticulous with a keen eye for detail
- Professional interpersonal and communication skills
- Ability to manage and meet competing demands through effective prioritising
- Highly organised with the ability to work autonomously

Vice-President, Disability Sport

Roles and responsibilities

- Responsible for representing the interests of the players with a Disability to play Sports Table Football
- Responsible for liaising between FISTF and associations with players with a disability
- Developing specific rules and regulations to cover all players with a disability
- Remaining consistent in their objectives with the overall objectives of FISTF
- Working with the Sports, Marketing and Communications Directors to provide adequate feedback on concerns of players with a Disability

Qualifications and Experience

- Experience in working with/on behalf of persons with a disability
- Experience as a member of a club or association board, ideally in a sports table football environment
- Good spoken and written English
- Professional interpersonal and communication skills
- Ability to manage and meet competing demands through effective prioritising
- Highly organised with the ability to work autonomously

Confederation and other Vice Presidents

Vice President, Europe

Roles and responsibilities

- Responsible for representing the interests of the associations in the European region
- Responsible for liaising between FISTF and the European associations
- Developing a coordinated sporting calendar across all nations
- Remaining consistent in their objectives with the overall objectives of FISTF
- Working with the Sports, Marketing and Communications Directors to provide adequate feedback on regional concerns
- Lead and support the promotion of the Sport in the European region, not only as a representative of the association of their own country, but also as representative of FISTF

Vice President, Asia

Roles and responsibilities

- Responsible for representing the interests of the associations in the Asian region
- Responsible for liaising between FISTF and the Asian associations
- Developing a coordinated sporting calendar across all nations
- Remaining consistent in their objectives with the overall objectives of FISTF
- Working with the Sports, Marketing and Communications Directors to provide adequate feedback on regional concerns
- Lead and support the promotion of the Sport in the Asian region, not only as a representative of the association of their own country, but also as representative of FISTF

Vice President, North America

Roles and responsibilities

- Responsible for representing the interests of the associations in the North American region
- Responsible for liaising between FISTF and the North American associations
- Developing a coordinated sporting calendar across all nations
- Remaining consistent in their objectives with the overall objectives of FISTF
- Work with the Sports, Marketing and Communications Directors to provide adequate feedback on regional concerns
- Lead and support the promotion of the Sport in the North American region, not only as a representative of the association of their own country, but also as representative of FISTF

Vice President, South America

Roles and responsibilities

- Responsible for representing the interests of the associations in the South American region
- Responsible for liaising between FISTF and the South American associations
- Developing a coordinated sporting calendar across all nations
- Remain consistent in their objectives with the overall objectives of FISTF

- Work with the Sports, Marketing and Communications Directors to provide adequate feedback on regional concerns
- Lead and support the promotion of the Sport in the South American region, not only as a representative of the association of their own country, but also as representative of FISTF

Vice President, Africa

Roles and responsibilities

- Responsible for representing the interests of the associations in the African region
- Responsible for liaising between FISTF and the African associations
- Developing a coordinated sporting calendar across all nations
- Remain consistent in their objectives with the overall objectives of FISTF
- Work with the Sports, Marketing and Communications Directors to provide adequate feedback on regional concerns
- Lead and support the promotion of the Sport in the African region, not only as a representative of the association of their own country, but also as representative of FISTF