

## **Awards Chairperson Job Description & Responsibilities**

### **PURPOSE:**

- To coordinate, develop and administer the CORTA Awards Program.

### **TERM:**

- Two year term, renewable by mutual decision of the member and the Nominating Committee, subject to Board approval.

### **QUALIFICATIONS:**

- Community oriented
- Self motivated
- Strong leadership and interpersonal skills
- Strong organizational skills
- Strong oral and written communication skills
- General understanding of the goals and ideals of CORTA, GTA, STA, and USTA

### **DUTIES:**

- Attend all CORTA Board and Committee meetings (must attend at least 4 of 6 board meetings).
- Chairs the Awards Committee. The Awards Committee shall consist of no fewer than five members, including the Chairperson. The committee is charged with coordinating, developing, and administering the CORTA Awards Program.
- Determine frequency of committee meetings and schedule according to needs.
- Work with Executive Committee and Awards Committee to determine when these awards will be presented.
- Work with Executive Committee and Awards Committee to prepare an overall annual budget for awards.
- Develop and determine specific tennis awards to be given at the local level.
- Work with committee to evaluate nominations and select recipients.
- Submit awards selections to Executive Committee for approval.
- Respond to requests for nominations of awards at the state, sectional, and national levels.
- Identify/resolve Award Committee issues while keeping CORTA Board/Committee members informed.
- Work with Awards Committee to determine and develop what is needed in the way of publicity (flyers/sign/newsletter).
- Submit articles for publication in the CORTA newsletter, when applicable.
- Submit USTA-Georgia Awards.
- Perform other responsibilities as assigned by the Board.
- Conduct committee self-evaluation at the end of each year.
- Report to assigned CORTA Officer in Charge each month prior to Executive Committee meeting.
- Review annually the job description and suggest appropriate changes.
- Train elected successor.

*"To promote and develop the growth of tennis"*