

Past President Job Description & Responsibilities

PURPOSE:

- To assist the President and Executive Committee in leading and guiding all areas of CORTA.

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 skills 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:

- Prepare for and attend all CORTA Board and Executive Committee meetings.
- Serve as the Officer In Charge of assigned committees; supervise and communicate with assigned committee chairs.
- Contact Committee Chair prior to the Executive Committee meeting each month, and report on committee activities at CORTA Executive Committee meetings.
- Provide CORTA representation with public and private community organizations, other CTAs, USTA-Georgia, USTA-Southern, and USTA-National.
- Preside over the Nominating Committee. The Nominating Committee is charged with searching for candidates to replace losses or add to the Board or fill principal officer positions.
 - The Nominating Committee shall consist of no fewer than five members, including the Chairman, who shall be the Past President of the organization.
 - Of these members, two shall rotate off the committee each year, and the President shall appoint two new members. Each appointee may serve for two years.
 - The current President should be on this committee because he/she will serve as Chairman the following year.
 - The Executive Director should also either attend meetings or review slate before people are called and asked to serve to be sure there are not changes; i.e. eliminating a position being handled by staff.
 - The Nominating Committee shall select nominees as follows: one candidate for President, one candidate for Executive Vice President; two candidates for Vice President; one candidate for Secretary; one candidate for Treasurer; and those candidates chosen for positions on the Board of Directors.
 - The Nominating Committee shall solicit the general membership for nominations the first of October with a return date of October 31st.
 - The Nominating Committee shall submit a slate for approval at the December Board meeting.
 - Conduct committee self-evaluation at the end of each year.
- Perform other responsibilities as assigned by the Board.
- Train elected successor.
- Review annually the job description and suggest appropriate changes.

"To promote and develop the growth of tennis"