

President Job Description & Responsibilities

PURPOSE:

- To provide strong leadership and guidance by focusing on efficient and effective achievement of CORTA's mission, vision, and objectives.

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
- Knowledge of parliamentary procedure
- General understanding of the goals and ideals of CORTA, GTA, STA, and USTA

DUTIES:

- Guide, direct, and attend all CORTA Board and Executive Committee meetings.
- Work with Secretary to prepare written agenda for distribution at all CORTA Board and Executive Committee meetings.
- Provide CORTA's chief representation with public and private community organizations, other CTAs, USTA-Georgia, USTA-Southern, and USTA-National.
- Attend USTA-Georgia Annual meeting and Community Development Workshop.
- Write article for quarterly newsletter.
- Perform other responsibilities as assigned by the Board.
- Appoint persons for special committees; committees include, but are not limited to:
 - Long Range Planning Committee (2 appointees)
 - Nominating Committee (2 appointees)
- Ensure that the Board annually evaluates its performance in achieving its mission.
- Serve as Chairperson for CORTA Board of Governors.
 - Determine meeting needs (date and location) for CORTA Board of Governors.
 - Work with Executive Director to prepare agenda and presentation.
 - Work with Executive Committee to determine potential new members.
 - Issue invitation to new members.
- Serve on Nominating Committee.
- Work with a member of the Executive Committee, preferably the Executive Vice President, to perform annual work performance evaluation of Executive Director in November.
- Prepare and send thank you letters to outgoing Board members after Board slated in December.
- Review annually the job description and suggest appropriate changes.
- Train elected successor.

"To promote and develop the growth of tennis"