

Special Events Chairperson Job Description & Responsibilities

PURPOSE:

- To plan and direct the social events relating to membership, leagues and various tournaments.

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:

- Attend all CORTA Board and Committee meetings (must attend at least 4 of 6 board meetings).
- Chairs the Special Events Committee. The Special Events Committee shall consist of no fewer than five members, including the Chairperson. The committee is charged with planning and directing the social events relating to membership, leagues and various tournaments. Sub-committees are recommended to aid in the implementation of each hospitality event. Committee responsibilities include, but are not limited to: event location, catering, entertainment, decorations, door prizes and event rentals. (Suggest one member to chair each of the special events. Each chair would appoint a committee to assist.)
- Determine frequency of committee meetings and schedule according to needs.
- Contact Volunteer Chairperson for recruitment and scheduling of volunteers to work the event.
- Submit articles for publication in the CORTA newsletter, when appropriate.
- 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.

SPECIAL EVENTS:

- Special Events include, but are not limited to:
 - Grand Opening Event
 - Annual Awards Celebration
 - Membership Appreciation
- Hospitality events associated with tournaments. Tournaments with hospitality events may include, but are not limited to:
 - CORTA USTA Mixed Doubles 55/65 & Over Regional Invitational
 - Banana Open
 - Junior Banana Open
 - USTA Georgia 40 & Over League State Championships
 - "Return to Server" Southern NTRP Clay Court Championships
 - Burger King Southern 16s
 - USTA Georgia Combo Doubles 55 & Over League State Championships
 - USTA Georgia Combo Doubles 18/40 & Over League State Championships