

Adult League Chairperson Position Description

PURPOSE:

To promote the growth and development of Adult Leagues by assisting captains and players; and encourage involvement in CORTA USTA Adult Leagues.

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 Adult League Committee. The committee shall include no fewer than five members, including the chairperson. Suggested committee format: Chair (board position), Co-chair and additional committee members to represent varying ages and NTRP levels.
 - Staff liaison to serve ex-officio and shall record the minutes of the meeting.
- Determine frequency of committee meetings and schedule according to need
- Act as liaison between Adult League committee and the Board of Directors
- Provide information for inclusion in Meeting Packets
- Report on Committee activity at meetings
- Submit articles for publication in CORTA newsletter, when appropriate
- Perform other responsibilities as assigned by the Board.
- Conduct annual review of position description; suggest appropriate changes to Governance Chair
- Serve as mentor/resource to elected successor.

RESPONSIBILITIES:

- Participate in committee meetings and committee work to help achieve goals by providing thoughtful input into decisions, voicing objective opinions on issues, focusing on the best interests of the association, and work towards fulfilling committee goals.
- Study all activities and make recommendations on policies and programs relating to Adult Leagues to include all age divisions of: Adult, Mixed Doubles, Combo Doubles and Tri-Level.
- Be a contact person for, and a representative of the CORTA Adult League, for players and captains in regards to suggestions for improvements or changes.
- Provide guidance on league issues, scheduling, mentoring of league teams, education and recruitment of captains, and player ethics and sportsmanship.
- Implement a Captains' Mentoring Program to educate and encourage captains; serve as mentor for new captains/teams; contact new captains to see if they have any questions regarding duties.
- Attend Adult League Captains' meetings.
- Act as a league advocate to assist in marketing programs and leagues.
- Assist League Coordinator in contacting lapsed players and encourage their return to league play.
- Organize and assist with ball distribution prior to the start of each league.
- Participate in league celebrations and/or award programs.
- Assist with the State Championships, when held at Cooper Creek Tennis Center.
- Work together with other volunteers and staff in the spirit of cooperation and teamwork.

"To promote and develop the growth of tennis"