

Awards Chairperson Position Description

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 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 Public Relations Committee. The committee shall include no fewer than five members, including the chairperson. Suggested committee format: Chair (board position), Co-chair and three committee members.
 - 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 Public Relations 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:

- Work with Executive Committee to determine date of presentation.
- Conduct annual review of awards; suggest appropriate changes.
- Determine and develop what is needed in the way of publicity (flyers/sign/newsletter).
- Assist with planning the Awards Ceremony
- Work with committee to evaluate nominations and select recipients.
- Identify/resolve committee issues while keeping CORTA Board/Committee members informed.
- Submit awards selections to Executive Committee for approval.
- Ensure Awards purchased are within budget
- Respond to requests for nominations of awards at the state, sectional, and national levels.
- Assist staff liaison to submit USTA-Georgia Awards.
- Work together with other volunteers and staff in the spirit of cooperation and teamwork.

"To promote and develop the growth of tennis"