

Diversity, Equity & Inclusion (DEI) Chairperson Position Description

PURPOSE:

To oversee efforts to attract and increase board, committee, and staff representation, and to attract, engage, and retain tennis players and USTA members from underrepresented populations (African American, Hispanic-American, Asian-American, Native American, LGBTQ+, veteran, wheelchair, etc.)

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
- Ability to identify and advocate for new and innovative ways to integrate diversity, equity and inclusion
- Ability to find creative solutions and possibility in the face of obstacles
- Ability to navigate sensitive subjects and foster relationships with staff and volunteers who have varying degrees of comfort with diversity and inclusion
- Interest in and/or prior experience with Diversity, Equity and Inclusion initiatives

DUTIES:

- Attend all CORTA Board and Committee meetings (must attend at least 4 of 6 board meetings)
- Chairs the Diversity, Equity and Inclusion (DEI) Committee. The committee shall include no fewer than three members, including the chairperson. Suggested committee format: Chair (board position), Co-chair and one committee member.
 - 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 DEI 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:

- Collaborates with State/Section USTA to achieve current DE&I goals.
- Plans and executes DE&I orientation for the board using USTA-preferred partner vendors to the extent possible.
- Collaborates with board members and committee chairs to assess effectiveness of DE&I efforts at minimum annually.
- Work together with other volunteers and staff in the spirit of cooperation and teamwork.

“To promote and develop the growth of tennis”