

## Facility Chairperson Position Description

### **PURPOSE:**

To address member concerns regarding the maintenance and management of Cooper Creek Tennis Center; other facilities, upon requested.

### **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 Facility 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 Facility 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:**

- Proactively access player concerns regarding facility to include:
  - court and facility conditions and upkeep
  - fee structure
  - management
- Provide input and make suggestions to address member concerns
- Communicate positive feedback, issues and needs to City officials, when appropriate
  - must be approved by President/Executive Director prior to communication
- Work together with other volunteers and staff in the spirit of cooperation and teamwork.

*"To promote and develop the growth of tennis"*