

## **Governance Chairperson Position Description**

### **PURPOSE:**

To recruit new board members and to ensure that each board member is equipped with the proper tools and motivation to carry out his or her responsibilities and to make recommendations to enhance the quality and future viability of the board of directors. The Governance Committee helps the CORTA Board of Directors carry out its due diligence function related to healthy development and operation of the board, its committees and task forces, and performance of the individual board member.

### **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 Governance 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 Governance 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:**

- Conduct re-examination of CORTA's Mission Statement, Core Values and By-Laws.
- Perform re-examination and evaluation of Strategic Priorities.
- Periodically reviews and updates board policies and procedures.
- Oversee board orientation and ongoing board development, including establishing job descriptions for board members and committee leadership, creating a board contract with CORTA, and establishing a self-evaluation program.
- Takes the lead in succession planning, taking steps to recruit and prepare future board members to include the following activities: identification, cultivation and screening of candidates; nomination and contracting; orientation and development; evaluation; promotion and thanking and release as appropriate.
- Ensures that the composition of the board (1) reflects the demographics of the association and (2) provides the particular talent needed to accomplish the strategic plan.
- In cooperation with the board president, contacts each board member to assess his or her continuing interest in board membership and term of service, and works with each board member to identify the appropriate role he or she might assume on behalf of the association.
- Initiates periodic assessment of the board performance.
- Proposes, as appropriate, changes in board structure and operations.
- Work together with other volunteers and staff in the spirit of cooperation and teamwork.

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