

## Legal Counsel Position Description

### **PURPOSE:**

To counsel the Columbus Regional Tennis Association on legal points.

### **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)
- Determine frequency of committee meetings and schedule according to need
- 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:**

- Provide legal opinions to the Board on pertinent matters as they arise
- Oversee and provide legal counsel to Grievance, Appeals, and Code of Conduct committees.
- Work with Director to establish compliance procedures for the Board, staff and contract labor.
- Preside over the Bylaws
  - Monitor adherence to the bylaws
  - Conduct annual review of bylaws, or at the request of the President or Board
  - Solicit proposed changes to bylaws by members of the Board
  - Prepares and distributes proposed changes to the bylaw for Board review
  - Distributes revised Bylaws upon approval

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