

Special Events Chairperson Position Description

PURPOSE:

To plan and direct the social events relating to membership, leagues and various tournaments

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 Special Events 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 Special Events 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 event organizer to determine decorations and entertainment budget/needs for events. Coordinate special event within budget. Special Events may include, but are not limited to:
 - Annual Awards Ceremony
 - Member Appreciation
 - Captains' Appreciation
 - Hospitality House/Player Lounge events associated with tournaments, e.g.
 - USTA Mixed Doubles 55/65 & Over Regional Invitational
 - Banana Open Series
 - USTA Georgia 40 & Over League State Championships
 - USTA Georgia 55 & Over League State Championships
 - Southern NTRP Clay Court Championships
 - Burger King Southern 16s
 - USTA Georgia Combo Doubles 55 & Over League State Championships
- Work together with other volunteers and staff in the spirit of cooperation and teamwork.

"To promote and develop the growth of tennis"