

Tournament Chairperson Position Description

PURPOSE:

To assist in the coordination, development and administration of CORTA 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 Tournament 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 Tournament 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 Tournaments Committee members and Staff liaison to:
- Recommend tournament(s) for bid
- Supervise the guideline for tournament scheduling, organization, pre-event planning and follow up/accountability that should be followed for all tournaments
- Conduct annual review of Tournament Pay Scale
- Encourage participation in CORTA sponsored tournaments
- Promote ethics and sportsmanship in tournaments
- Build relationships with tournament sponsors, volunteers, players and spectators
- Complete pre-event tasks
- Run friendly and efficient tournament desk
- Work with staff liaison to prepare Follow Up Report for each tournament hosted

"To promote and develop the growth of tennis"