

Volunteer Chairperson Position Description

PURPOSE:

To coordinate, develop and administer a volunteer based program for CORTA sponsored events.

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 Volunteer 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 Volunteer 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:

- Maintain list of current and future volunteer requirements and vacancies.
- Develop and maintain list of all volunteer job descriptions.
- Identify internal and external sources of volunteers.
 - Add names to SignUp Genius database
- Develop plan for recruitment of volunteers (including an incentive program and maintaining list of volunteer opportunities and needs on the corta.org web site).
- Maintain list of incumbent volunteers and pool of interested candidates.
- Establish training program for volunteers, if applicable.
- Recruit and schedule volunteers.
- Develop retention plan including a reward program for volunteers.
- Track volunteer hours for recognition, and report stats at Board meetings
- Work together with other volunteers and staff in the spirit of cooperation and teamwork.

"To promote and develop the growth of tennis"