

Executive Vice President Position Description

PURPOSE:

To assist the President and Executive Committee in leading and guiding all areas of CORTA; Assumes the responsibilities, functions, and duties of the President in the event the President is unable to perform his/her duties.

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
- Knowledge of parliamentary procedure

DUTIES:

- Attend all CORTA Board and Committee meetings (must attend at least 4 of 6 board meetings).
- Attend all Executive Committee meetings.
- Act as liaison between assigned committee(s) 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:

- Serve as Officer in Charge of assigned committees.
- Participate in committee meetings and committee work to help achieve goals by providing thoughtful input into decisions, voicing objective opinions on issues, focusing on the best interests of the association, and work towards fulfilling goals.
- Be a contact person and a representative of CORTA for members.
- Provide CORTA representation with public and private community organizations, other CTAs, USTA Georgia, USTA Southern and USTA National.
- Serve on the Nominating Committee.
- Work with the President to perform annual work performance evaluation of the Executive Director.
- Upon election as President in December.
 - Prepare and send welcome letters/packets to new and returning Board members after Board slated in December.
 - Work with Executive Director and Governance Chair in updating the Board structure, organizational chart and Board Manual.
 - Work with Executive Director and Governance Chair to prepare for annual training and orientation for Board members for upcoming year.
 - Work with Executive Director and Governance Chair to review job description updates from current Board members and if needed, revise for upcoming year.

"To promote and develop the growth of tennis"