

Secretary Position Description

PURPOSE:

To provide administrative support for the Board, and ensure continuity of CORTA documentation; To assist the President and Executive Committee in leading and guiding all areas of CORTA.

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.
- Write necessary correspondence and other writing tasks as requested by the President.
- Work with the President to prepare agenda for distribution at meetings.
- Notify members of meetings; seven days in advance if possible.
- Record accurate minutes of all Board and Executive Committee meetings.
- Provide draft of minutes to President and Executive Director for review and editing that would improve accuracy of actions.
- Distribute minutes to Executive Committee and/or Board members for review; seven days in advance if possible.
- Present minutes for approval at Board and Executive Committee meetings.
- Upon approval, maintain official set of minutes with CORTA documents of the Corporation.
- Upon approval, ensure that highlights of minutes are added to web site.

"To promote and develop the growth of tennis"