

## **Executive Vice President Job Description & Responsibilities**

### **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 duties.

### **TERM:**

- One year term, renewable by mutual decision of the member and the Nominating Committee, subject to Board approval.

### **QUALIFICATIONS:**

- Community oriented
- Self motivated
- Strong leadership and interpersonal skills
- Strong organizational skills
- Strong oral and written communication skills
- Knowledge of parliamentary procedure
- General understanding of the goals and ideals of CORTA, GTA, STA, and USTA

### **DUTIES:**

- Attend all CORTA Board and Executive Committee meetings.
- Serve as the Officer In Charge of assigned committees.
- Contact Committee Chair prior to the Executive Committee meeting each month, and report on committee activities at CORTA Executive Committee meetings.
- Preside over any CORTA Board and/or Executive Committee meetings in the absence of the President.
- Provide CORTA representation with public and private community organizations, other CTAs, USTA-Georgia, USTA-Southern, and USTA-National.
- Attend USTA-Georgia Annual meeting and Community Development Workshop.
- Perform other responsibilities as assigned by the Board.
- Serve on the Nominating Committee.
- Work with President to perform annual work performance evaluation of Executive Director in November.
- Upon election as President in December,
  - Work with Executive Director in updating the Board structure, organizational chart and Board Manual.
  - Work with Executive Director to prepare for annual training and orientation for Board members for upcoming year.
  - Work with Executive Director to review job description updates from current Board members and if needed, revise for upcoming year.
  - Prepare and send welcome letters/packets to new and returning Board members after Board slated in December.
  - Appoint/Invite Tennis Professional Advisory Board
- Review annually the job description and suggest appropriate changes.
- Train elected successor.