

## **Facility Chairperson Job Description & Responsibilities**

### **PURPOSE:**

- To address member concerns regarding the maintenance and management of Cooper Creek Tennis Center; other facilities, upon requested.

### **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).
- Act as liaison between Cooper Creek staff and the Board of Directors.
- Chairs the Facility Committee. The Facility Committee shall consist of no fewer than five members, including the Chairperson.
- Determine frequency of committee meetings and schedule according to needs.
- Proactively access player concerns regarding facility to include court and facility conditions and upkeep, fee structure, and management.
- Provide input and make suggestions to City officials to address member concerns.
- Submit articles for publication in the CORTA newsletter, when appropriate.
- Perform other responsibilities as assigned by the Board.
- Report to assigned CORTA Officer in Charge each month prior to Executive Committee meeting.
- Review annually the job description and suggest appropriate changes.
- Train elected successor.

*"To promote and develop the growth of tennis"*