

Governance Chairperson Job Description & Responsibilities

PURPOSE:

- To recruit new board members and to ensure that each board member is equipped with the proper tools and motivation to carry out his or her responsibilities and to make recommendations to enhance the quality and future viability of the board of directors. The Governance Committee helps the CORTA Board of Directors carry out its due diligence function related to healthy development and operation of the board, its committees and task forces, and performance of the individual board member.

TERM:

- Two-year term, renewable and 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 Governance Committee and the Board of Directors.
- Chairs the Governance Committee. The Governance Committee shall consist of no fewer than three members, including the Chairperson. Suggested committee format: Governance Chair (board position), Governance Co-chair, and one committee member.

BOARD ROLE AND RESPONSIBILITIES:

- Conduct re-examination of CORTA's Mission Statement, Core Values and By-Laws.
- Perform re-examination and evaluation of Strategic Priorities.
- Periodically reviews and updates board policies and procedures.
- Oversee board orientation and ongoing board development, including establishing job descriptions for board members and committee leadership, creating a board contract with CORTA, and establishing a self-evaluation program.
- Takes the lead in succession planning, taking steps to recruit and prepare future board members to include the following activities: identification, cultivation and screening of candidates; nomination and contracting; orientation and development; evaluation; promotion and thanking and release as appropriate.
- The Governance Committee should ensure that the composition of the board (1) reflects the demographics of the association and (2) provides the particular talent needed to accomplish the strategic plan.
- In cooperation with the board president, contacts each board member to assess his or her continuing interest in board membership and term of service, and works with each board member to identify the appropriate role he or she might assume on behalf of the association.
- Initiates periodic assessment of the board performance.
- Proposes, as appropriate, changes in board structure and operations.
- Submit articles for publication in the CORTA newsletter.
- Perform other responsibilities as assigned by the board.
- Review annually the job description and suggest appropriate changes.
- Train elected successor.

"To promote and develop the growth of tennis"