

## **Legal Counsel Job Description & Responsibilities**

### **PURPOSE:**

- To counsel the Columbus Regional Tennis Association on legal points.

### **TERM:**

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

### **QUALIFICATIONS:**

- Familiarity of Georgia Law
- 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).
- Oversee and provide legal counsel to the Grievance and Appeals Committees.
- Provide legal opinions to the Board on pertinent matters as they arise.
- Work with Executive Director to establish compliance procedures for Board, staff, and contract labor.
- Preside over Bylaws Committee.
  - Annually or at the request of the President or Board, reviews bylaws.
  - Solicits proposed changes to bylaws from members of the Board.
  - Prepares and distributes proposed changes to the bylaws for review by members of the Board.
  - Distributes approved bylaws.
  - Conduct committee self-evaluation at the end of each year.
- Monitors adherence to Bylaws.
- 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"*