

Vice President Job Description & Responsibilities

PURPOSE:

- 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 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.
- Provide CORTA representation with public and private community organizations, other CTAs, USTA-Georgia, USTA-Southern, and USTA-National.
- 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"