

Tournaments Chairperson Job Description & Responsibilities

PURPOSE:

- To assist in the coordination, development, and administration of CORTA Adult and Junior tournaments.

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
- Strong interpersonal skills
- Strong organizational skills and attention to detail
- Strong oral and written communication skills
- General understanding of the goals and ideals of CORTA, GTA, STA, and USTA
- Certified USTA Official

DUTIES:

- Attend all CORTA Board and Committee meetings (must attend at least 4 of 6 board meetings).
- Act as liaison between the Tournaments Committee and the Board of Directors.
- Chairs the Tournament Committee. The Tournament Committee shall consist of no fewer than three members, including the Chairperson. Suggested committee format: Tournaments Chair (board position), Tournaments Co-Chair; and one committee member.
- Determine frequency of committee meetings and schedule according to needs.
- Submit articles for publication in the CORTA newsletter.
- 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.

RESPONSIBILITIES

- Work with the Tournaments Committee members and Tournament Staff Representative to:
 - Recommend tournament(s) for bid
 - Supervise the guideline for tournament scheduling, organization, pre-event planning and follow up/accountability that should be followed for all Adult and Junior tournaments
 - Develop Annual Tournament Pay Scale
 - Encourage participation in CORTA sponsored Adult tournaments; Promote ethics and sportsmanship in tournaments
 - Build relationships with tournament sponsors, volunteers, players and spectators
 - Complete pre-event tasks
 - Run friendly and efficient tournament desk
 - Prepare Tournament Follow Up Report for each tournament hosted
 - Recommend a minimum of 3 members on this committee. It is recommended that you appoint a committee member to be responsible for each particular tournament.