

**Diversity, Equity and Inclusion (DEI) Chairperson  
Job Description & Responsibilities**

**PURPOSE:**

- To oversee efforts to attract and increase board, committee, and staff representation, and to attract, engage, and retain tennis players and USTA members from underrepresented populations (African American, Hispanic-American, Asian-American, Native American, LGBTQ+, veteran, wheelchair, etc.).

**TERM:**

- Two-year term, renewable and subject to board approval.

**QUALIFICATIONS:**

- Ability to identify and advocate for new and innovative ways to integrate diversity, equity and inclusion
- Ability to find creative solutions and possibility in the face of obstacles
- Ability to navigate sensitive subjects and foster relationships with staff and volunteers who have varying degrees of comfort with diversity and inclusion
- Interest in and/or prior experience with Diversity, Equity and Inclusion initiatives
- 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 Diversity, Equity and Inclusion Committee and the Board of Directors.
- Chairs the Diversity, Equity and Inclusion Committee. The Diversity, Equity and Inclusion Committee shall consist of no fewer than three members, including the Chairperson. Suggested committee format: Chairs the Diversity, Equity and Inclusion Chair (board position), Chairs the Diversity, Equity and Inclusion Co-chair, and one committee member.

**BOARD ROLE AND RESPONSIBILITIES:**

- Collaborates with State/Section USTA to achieve current DE&I goals.
- Plans and executes DE&I orientation for the board using USTA-preferred partner vendors to the extent possible.
- Collaborates with board members and committee chairs to assess effectiveness of DE&I efforts at minimum annually.
- Submits articles for publication in the CORTA newsletter.
- Performs other responsibilities as assigned by the board.
- Conducts annual review of the job description and suggests appropriate changes.
- Train elected successor.

"To promote and develop the growth of tennis"