

## **Executive Vice President Job Description & Responsibilities**

### **PURPOSE:**

- To assist the President and Executive Committee in leading and guiding all areas of CORTA. Assumes the responsibilities, functions, and duties of the President in the event the President is unable to perform his duties.

### **TERM:**

- One 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; supervise and communicate with assigned committee chairs.
- Contact Committee Chair prior to the Executive Committee meeting each month, and report on committee activities at CORTA Executive Committee meetings.
- Preside over any CORTA Board and/or Executive Committee meetings in the absence of the President.
- Provide CORTA representation with public and private community organizations, other CTAs, USTA-Georgia, USTA-Southern, and USTA-National.
- Attend USTA-Georgia Annual meeting and Community Development Workshop.
- Perform other responsibilities as assigned by the Board.
- Serve on the Nominating Committee.
- Work with President to perform annual work performance evaluation of Executive Director in November.
- Review annually the job description and suggest appropriate changes.
- Train elected successor.

*"To promote and develop the growth of tennis"*