

Working Together Towards a Common Goal

**How to navigate a successful CTA Board
and League Coordinator relationship**

Leslie Shields, Robin Stevens, David Bain

USTA Georgia CTDW

Atlanta, GA – January 2018



COMMUNICATION

Understand Each Other's Roles

USTA Georgia

CTA Board of Directors

Adult Local League
Coordinator

JTT Local League
Coordinator

**League/Rules
Committee

****Committee members established by President and LLC**

What is the Board's Role?

Four Primary Functions of a Board:

- Governance – oversees the management of the organization
- Policy Development – Provides guidelines for operations
- Visioning – plans for the future
- Fiduciary – keeps the organization financially sound

What is the Board's Role?

General Responsibilities of Board Members:

- Set and advance the organization's mission
- Select “staff” to carry out programs/operations of organization
- Ensure adequate funding to provide program service
- Determine, monitor and evaluate programs
- Ensure ethical and legal integrity and provide accountability
- Recruit, manage and evaluate board members

What is the Board's Role?

Tools to Help Board Members be Effective:

- By Laws
- Articles of Incorporation
- Organizational Chart
- Job Descriptions for all positions – volunteer or paid
- Policy Manual
- Strategic Plan
- Financial Statements

Requirements for Adult Local Leagues

Appointment of Local League Coordinator

- CTA should have a detailed job description that can be signed by the LLC and president.
- CTA must submit the name of a candidate for their Local League Coordinator to the USTA Georgia Director of Leagues.
- The USTA Georgia Adult League Committee shall have final authority in the selection of the Local League Coordinator.
- Local League Coordinator will report to both their CTA as well as the Director of Leagues. Both the CTA as well as the committee have authority to remove the Local League Coordinator.



Requirements for Adult Local Leagues

Local League Regulations

- CTA and Local League Coordinator must establish a committee to determine and/or make any changes to their Local League Regulations, as well as a grievance and grievance appeal committee.
- All local regulation changes should be submitted by the committee to the BOD for approval.
- All Local League Regulations must be submitted to the USTA Georgia Director of Leagues for final approval.

How Board's Can Help Make LLC's Successful

- League Budget
 - Income
 - Marketing
 - Awards
 - General Expenses
- Support
- Documentation of the working relationship between the BOD and LLC
- Consistency from one board to the next

Frequently Asked Questions

- How often do you meet?
- Does the LLC provide a report at the meeting?
- Is the LLC and/or JTT Coordinator on your board?
 - If so, are they a voting member?
- Does the LLC/JTT Coordinator report to their CTA or USTA Georgia
- Does the LLC/JTT Coordinator have a signed job description?

Working Together Towards a Common Goal

How to navigate a successful CTA Board
and League Coordinator relationship

COMMUNICATION