

Competition Division

Committee Name: Junior Selection Subcommittee

Committee Charge: Responsible for establishing guidelines for players and for the selection of Junior players to represent USTA-Georgia in the annual Southern Junior Cup competition. Responsible for determining guidelines for awarding waivers to Southern Closed tournament. Responsible for establishing guidelines for selection of junior players eligible for participation at the competitive training centers.

Committee Chair Responsibilities: The role of the Committee Chair is to facilitate effective and efficient committee operations including frequent communications with selected players prior to the competition event and provide updates to assigned Staff Liaison and Division Board Liaison as necessary. Committee Chair should keep USTA-GA President and Division Board Liaison aware of any significant issues or concerns.

Committee Chair should:

- Exercise leadership
- Attend all meetings
- Recommend a Vice Chair to the President, if appropriate and needed
- Coordinate meeting plans and agenda with Staff Liaison
- Establish ground rules for meetings and agenda
- Establish a data base/roster of names of potential players to be selected for the event and appropriate contact information, i.e. phone numbers and e-mail addresses
- Review qualifications and recent tournament results of those potential players to be selected
- Ensure clear communication with Staff Liaison if assistance is required or needed
- Assign the role of recorder to document notes and specific actions and or decision recommendations at each meeting
- Submit written recommendations of the Committee if necessary
- Keep President and Board Liaison informed of the upcoming event and those players selected to compete for USTA-Georgia
- Document the procedures of the selection process so that there is continuity between the various Chairs from year to year

- If a Chair is going to resign in any particular year then they should seek to recruit a new Chair and recommend the person(s) to USTA-Georgia Executive Director and President for appointment the following year and mentor the new Chair prior to next annual competition event

Committee Members Responsibilities: Each Committee Member, including Committee Chair, is expected to act in good faith under the guidelines established in USTA-GA policy documents to support the mission without regard for personal gain and with the diligence; care and skill a prudent person in a similar position of responsibility would act.

Specific responsibilities for all Committee Members include:

- Reviews all relevant material before meetings
- Participate in committee meetings and committee work to help achieve committee goals by providing thoughtful input into decisions, voicing objective opinions on issues, focusing in the best interests of the association and works toward fulfilling the committee's goals
- Work together with other volunteers and staff in the spirit of cooperation and teamwork
- Attend appropriate training meeting sessions when required

Staff Liaison Responsibilities: The Staff Liaison should be a valuable resource to the committee, answer questions, offer suggestions, raise questions and provide administrative support when appropriate.

Specific responsibilities of the Staff Liaison include:

- Make early contact with the Committee Chair and encourage participation in training
- Ensure that the Chair executes his/her administrative duties
- Provide a level of administrative support agreed upon by both the Chair and the Staff Liaison
- Assist the Chair in preparing meeting agendas
- Assist the Chair in the preparation and distribution of any working agreements
- Provide on-site support for committee meetings
- Assist in preparing committee reports to the Board of Directors if necessary

Board Liaison Responsibilities:

The Board Liaison should perform the following duties:

- Communicate with Committee Chair by e-mail and/or phone once a month or as needed
- Communicate with Staff Liaison by email and/or phone once a month or as needed
- Prepare written reports on the actions, activities, accomplishment of the assigned committee to the Board of Directors at least three days prior to Board of Directors meetings
- Present summary of written reports and present at USTA-GA annual and semi-annual meetings and any other Board of Directors meetings as required
- Present committee recommendations to Board of Directors that require Board approval before implementation
- Attend committee meetings whenever possible
- Provide assistance and guidance when requested or if appropriate
- Learn and become familiar with the committee's charge. Purpose, activities and plans