



**USTA Georgia
Board of Directors and Advisory Council Members
Roles/Job Descriptions
Updated 1-13-2014**

**ALL BOARD OF DIRECTORS AND ADVISORY COUNCIL MEMBERS
HAVE THE FOLLOWING RESPONSIBILITIES:**

- Serve as an ambassador for tennis and the USTA throughout Georgia.
- Attend and engage in Board of Directors and/or Advisory Council meetings.
- Communicate the mission and vision of USTA Georgia to current and potential members.
- Adhere to the policies and procedures established by USTA Georgia.
- Attend the USTA Georgia Annual and Semi-Annual Meetings.
- Learn as much as possible about USTA programs in Georgia.
- Preview all information and materials distributed prior to all meetings.
- Make informed decisions based on the best interests of the tennis-playing population in Georgia.
- Express personal opinions and ideas to all Board, Advisory and Committee members but also endorse, promote and communicate collective decisions made by the Board. Respect the opinions and ideas of all Board and Committee members.
- Assist in identifying potential donors and assist with soliciting donations as requested by Georgia Tennis Foundation (GTF)
- Contribute to the Georgia Tennis Foundation's Capital Campaign fund and/or special fund raising events when requested.
- Seek to volunteer to serve on committees at the Sectional level.
- Seek to recruit volunteers on an ongoing basis to serve within USTA-GA.

PRESIDENT (Term of 2 Years, No consecutive terms, No Compensation)

The President is a member of the Board of Directors and Advisory Council and shall be the chief elected officer of the Association and serve as a non-voting ex-officio member of all committees, standing or otherwise, except for those committees to which he/she is appointed a full member with voting privileges. He/she shall exercise personal leadership in the motivation of other officers, board members, committee chairs, committee members, and membership, and facilitate, mediate and lead in the establishment of goals and objectives for the organization during the term of office. He/she shall act as spokesperson and motivational leader.

- Provides leadership to the Board of Directors and Advisory Council.
- Makes sure the Board of Directors and Advisory Council adhere to the bylaws and constitution.
- Prepares the Board and Advisory Council's agenda with input of the members and Executive Director.
- Chairs meetings of the Board of Directors and Advisory Council.
- Encourages members of the Board of Directors and Advisory Council to participate in meetings and activities.
- Keeps the Board of Directors and Advisory Council discussions on topic by summarizing issues.

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- Keeps the Board of Directors and Advisory Council's activities focused on USTA Georgia's mission.
- Evaluates the effectiveness of the Board of Directors and Advisory Council's decision-making process.
- Makes sure that committee chairpersons are appointed and appoints USTA Georgia committee members.
- Contacts District Representatives for recommendations for USTA Georgia Committee appointments.
- Recommends USTA Georgia volunteers for USTA Southern Committees appointments.
- Orients new Board of Directors and Advisory Council members.
- Serves as ex-officio member of committees and attends their meetings when needed.
- Ensures there is a process to evaluate the effectiveness of the Board of Directors and Advisory Council, using measurable criteria when established or as provided for in organization's strategic directions or plan.
- Recognizes the Board of Directors and Advisory Council Members' contributions.
- Plays a leading role in supporting fundraising activities.
- Promotes USTA Georgia's purpose to Georgia communities and to the media.
- Prepares report for the USTA Georgia Annual Meeting; and USTA Southern Annual and Semi-Annual meetings.
- Establishes set scheduled meetings with Executive Director.
- Mentors the Executive Vice President.
- Communicates with Georgia Tennis Foundation leadership.
- Shares problem solving issues with Executive Vice President as they arise.
- Attends the following meetings: (If necessary, can appoint a replacement from the Board if not able to attend any of the following):
 - USTA National Semi-Annual Meeting, Annual Meeting, and Tennis Development Workshop (TDW);
 - USTA Southern Semi-Annual Meeting and Annual Meeting;
 - USTA Georgia Semi-Annual Meeting, Annual Meeting, Community Tennis Development Workshop (CTDW) and Local League Coordinator (LLC) meetings.
- Coordinates through the Human Resource Committee and Board of Directors to evaluate Executive Director's annual performance review.
- Recommends USTA Georgia volunteers for USTA Southern Committees appointments
- Contacts District representatives for recommendations for Committee appointments.
- Establishes ad hoc or task force committees as needed.

Time commitment: Minimum of 5 hours per week.

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EXECUTIVE VICE PRESIDENT (Term of 2 Years, No Term Limits, No Compensation)

The Executive Vice President is a member of the Board of Directors and Advisory Council and shall assist the President in the performance of duties and shall exercise all the powers of the President in the case of absence, resignation, removal, incapacity, or death.

- Acts in the absence of the President performing all of President's stated duties and responsibilities.
- Provides leadership to various committees as needed.
- Serves on the Board of Directors and Advisory Council.
- Learns the duties of the President and keeps informed on key issues.
- Works closely as consultant and advisor to the President.
- Prepares to serve a future term as President.
- Serves as chair of at least one major USTA Georgia committee.
- In the second year of term, attends the USTA Southern Annual and Semi-Annual Meeting; and USTA National Annual and Semi-Annual Meetings with the President.
- Oversees or Chairs any major ad-hoc or task force committees as directed or needed.
- Assists President in orientation of new Board of Directors and Advisory Council members.
- Assists President in communications with Georgia Tennis Foundation leadership.
- Mentors new members of the Board of Directors as needed.
- Communicates with committee chairs and staff liaison by email, phone or in person as directed or needed.

Time commitment: Minimum of 4 hours per week.

VICE-PRESIDENTS (3 elected) (Term of 2 Years, No Term Limits, No Compensation)

The Vice-President is a member of the Board of Directors and Advisory Council and shall assist the President in the performance of the duties and responsibilities required for successful functioning of USTA Georgia. He/she shall perform duties as a Board Liaison of an assigned division of standing committees, and shall assume such additional duties and responsibilities as may be assigned by the President or Board of Directors. These duties may include, but not limited to, serving on committees as a member, and serving on ad hoc or task force committees as requested by the President.

- Serves on ad hoc or task force committees as requested by the President.
- Serves as a mentor to District Directors, Director at Large, and Presidential Appointees.
- Attends the general and various committee sessions at the annual USTA Southern meeting in Atlanta and makes every effort to attend the USTA Semi-Annual meeting in New York, seeking to learn, disseminate information, and network with other USTA volunteers on behalf of USTA Georgia.
- Coordinates with a District Director outside their home district to attend a minimum of one (1) meeting, either in person or via conference call, of at least one CTA in each twelve month period of the Vice President's term. The purpose of attending these meetings is to become more aware of each CTA's accomplishments as well as their needs (in terms of growing tennis in their local markets) and to communicate the same to USTA Georgia; to foster relationships with the CTA

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leaders; and to educate the CTAs about programs and support available to them through USTA Georgia staff and Board of Directors.

- Coordinates and participates on a quarterly teleconference of all District Directors, the Director at Large, and all Presidential Appointees to discuss concerns and best practices with the districts.
- Acts as a Board Liaison in the following manner:
 - Communicates with committee chairs and staff liaison by email and/or phone once a month or as needed.
 - Prepares written reports on the actions activities, and/or accomplishments of committees and/or staff to the Board of Directors and Advisory Council at least three days prior to their meetings.
 - Presents summary of written report at meetings of the Board of Directors and Advisory Council.
 - Presents committee recommendations to the Board of Directors.
 - Attends committee meetings whenever possible.
 - Ensures that official minutes are taken of each committee meeting and coordinates with Executive Director to confirm that the Chairs of each committee have submitted written minutes as applicable and that they are appropriately filed at the USTA Georgia offices.
 - Provides assistance and guidance to committees when requested, or if appropriate.
 - Learns and becomes familiar with the committee's purpose, charge, activities, and plans.

Time commitment: Minimum of 3 hours per week.

SECRETARY (Term of 2 Years, No Term Limits, No Compensation)

The Secretary is a member of the Board of Directors and Advisory Council and as such serves and assists the President in the performance of his/her duties. He/she is the official "keeper of the records" and is responsible for recording the minutes of all Board of Directors and Advisory Council meetings, as well as other duties as outlined in the By-laws.

- Ensures that current copies of USTA Georgia's bylaws and policy statements *are filed and available at the USTA Georgia office.*
- Keeps list of officers, Board of Directors and Advisory Council members, committees, and General Membership.
- Attends the general and various committee sessions at the annual USTA Southern meeting in Atlanta and makes every effort to attend the USTA Semi-Annual meeting in New York, seeking to learn, disseminate information, and network with other USTA volunteers on behalf of USTA Georgia.
- Notifies Board of Directors and Advisory Council of meetings if requested by President and/or Executive Director.
- Keeps written record of Board of Directors and Advisory Council attendance.
- Makes sure there is a quorum at Board of Directors and Advisory Council meetings.
- Keeps accurate minutes of meetings.
- Records all motions and decisions of meetings.
- Records all corrections to minutes.
- Ensures that current copies of minutes of Board of Directors, Advisory Council and Membership meetings.

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- Distributes copies of minutes to Board of Directors and Advisory Council promptly after meetings.
- Conducts general Advisory Council correspondence through the Executive Director when applicable
- Keeps written records of all Advisory Council correspondence when applicable.
- Signs Board of Directors and Advisory Council minutes and corrections to confirm accuracy.
- Ensures members are notified of General Meetings and coordinates with Executive Director to confirm notification
- Acts as a Board Liaison in the following manner:
 - Communicates with committee chairs and staff liaison by email and/or phone once a month or as needed.
 - Prepares written reports on the actions activities, and/or accomplishments of committees and/or staff to the Board of Directors and Advisory Council at least three days prior to their meetings.
 - Presents summary of written report at meetings of the Board of Directors and Advisory Council.
 - Presents committee recommendations to the Board of Directors.
 - Attends committee meetings whenever possible.
 - Ensures that official minutes are taken of each committee meeting and coordinates with Executive Director to confirm that the Chairs of each committee have submitted written minutes as applicable and that they are appropriately filed at the USTA Georgia offices.
 - Provides assistance and guidance to committees when requested, or if appropriate.
 - Learns and becomes familiar with the committee's purpose, charge, activities, and plans.
- Orients incoming Secretary.

Time commitment: Minimum of 3 hours per week.

TREASURER (Term of 2 Years, No Term Limits, No Compensation)

The Treasurer is a member of the Board of Directors and Advisory Council and as such assists the President in the performance of his/her duties. He/she serves as the Chair of the Budget and Finance Committee, and ensures the integrity of the fiscal affairs of USTA Georgia.

- Gives regular reports to the Board of Directors and Advisory Council on the financial state of USTA Georgia.
- Keeps financial reports on file.
- Chairs the Budget and Finance Committee.
- Serves as member of Investment Committee.
- Develops relationship with Executive Director to ensure fiduciary responsibilities are met.
- Coordinates with outside auditing firm.
- Coordinates with Investment Committee to ensure cash and investments are managed as stated in the investment policy.
- Addresses any debt financing issues as necessary.
- Oversees insurance risk management issues.
- Acts as a Board Liaison in the following manner:
 - Communicates with committee chairs and staff liaison by email and/or phone once a month or as needed.

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- Prepares written reports on the actions activities, and/or accomplishments of committees and/or staff to the Board of Directors and Advisory Council at least three days prior to their meetings.
- Presents summary of written report at meetings of the Board of Directors and Advisory Council.
- Presents committee recommendations to the Board of Directors.
- Attends committee meetings whenever possible.
- Ensures that official minutes are taken of each committee meeting and coordinates with Executive Director to confirm that the Chairs of each committee have submitted written minutes as applicable and that they are appropriately filed at the USTA Georgia offices.
- Provides assistance and guidance to committees when requested, or if appropriate.
- Learns and becomes familiar with the committee's purpose, charge, activities, and plans.
- Orients incoming Treasurer.

Time commitment: Minimum of 3 hours per week.

IMMEDIATE PAST PRESIDENT (Term of 2 Years, Limited to 1 Term, No Compensation)

The Immediate Past President is a member of Board of Directors and Advisory Council and provides advice and leadership to the Board of Directors regarding past practices and other matters to assist the Board in governing USTA Georgia.

- Supports current President
- Chairs the Nominating Committee for recruitments of the new Board of Directors and Advisory Council.
- Assists with recruitment and orientation of the Board of Directors and Advisory Council Members.
- Chairs special events as requested or needed.
- Provides historical continuity about the Board of Directors and Advisory Council activities.
- Serves on committees as requested or needed.

Time commitment: Minimum of 2 hour per week.

ACTIVE PAST PRESIDENTS (Term of 1 Year, No Term Limits, No Compensation)

Active Past Presidents are members of Advisory Council and provide advice and leadership to the Board of Directors and Advisory Council regarding past practices and other matters when requested by Board of Directors. **Any Past President residing within the geographical boundaries of the State of Georgia may elect to serve on the Council in this capacity as an Active Past President with voting privileges via written notification for each calendar year to the Chair of the Council prior to the first regularly scheduled meeting of the Council of the current year.**

- Represents USTA Georgia at special events throughout the state as needed.
- Assists with recruitment of new Board of Directors and Advisory Council Members.
- Provides historical continuity about the Board of Directors and Advisory Council activities.
- Chairs special events as requested or needed.
- Serves on committees as requested or needed.

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EIGHT DISTRICT REPRESENTATIVES (Term of 2 Years, Limited to 2 Terms, No Compensation)

Each of the eight District Representatives is a member of the Advisory Council, which approves policies, procedures, and regulations for the conduct of USTA Georgia, and monitors organizational performance. He/she assumes board leadership responsibilities as requested and represents USTA Georgia at community events, with other organizations, and with private individuals. The District Representative reports district area developments, events, etc. to the President and Board and, in return, acts as a USTA Georgia ambassador to individual and organizational members within their respective district.

- Write and present a written report about the district activity at the Semi-Annual and Annual meetings.
- Participate by teleconference in at least two additional meetings of the Board of Directors as called by the President.
- Participate on assigned committees as a member or Chair.
- Serve on task forces or ad hoc committees as requested.
- Arrange for a meeting with the USTA Georgia Community Tennis Development staff member early in his/her term, with regular telephone contact throughout the term, to communicate concerns, accomplishments, needs, issues and developments within all CTAs in the district.
- Attend a minimum of one (1) meeting of each CTA within the district in each twelve month period of the Representative's term(s). The purpose of attending these meetings is to become more aware of each CTA's accomplishments as well as their needs (in terms of growing tennis in their local markets) and to communicate the same to USTA Georgia, as well as to educate the CTAs about programs and support available to them through USTA Georgia staff and Board of Directors. Due to the number of CTA's located within District 3, the District Representative may request assistance from the Representative at Large to attend meetings.
- Volunteer or attend an Adult State Championship, Adult League Championship, or Jr. Team Tennis Championship held in the Representative's district.
- Assist with the planning for a CTA Presidents' Workshop at the Annual USTA Georgia Community Tennis Development Workshop (CTDW), and attend same.
- Participate in a quarterly teleconference of all District Representatives, the Representative at Large and the Presidential Appointees, to discuss concerns and best practices within the districts. It is suggested that the Vice Presidents coordinate and lead these discussions.
- Act as liaison between the USTA Georgia staff and CTA Presidents with regard to education about availability of and processes for obtaining grant funding.
- Coordinate the Semi-Annual Meeting with the President and the Executive Director if held in the Representative's district.

Time commitment: Minimum of 2 hours per week.

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Representative AT LARGE (Term of 2 Years, Limited to 2 Terms, No Compensation)

The Representative at Large position is the state representative for the entire Advisory Council. As a delegate, any issue within the state is to be brought to the attention of the Council and Board. It is strongly suggested, in order to better represent the large membership within Metro Atlanta that the Representative at Large position is filled from within District 3 whenever possible.

The Representative at Large shall fulfill the following responsibilities as a Representative:

- Participate by teleconference in at least two additional meetings of the Board of Directors as called by the President.
- Participate on assigned committees as a member or Chair.
- Serve on task forces or ad hoc committees as requested.
- Coordinate with the District Representative in their home district to attend a minimum of one (1) meeting of each CTA within the district in each twenty-four month period of the Representative's term(s). The purpose of attending these meetings is to become more aware of each CTA's accomplishments as well as their needs (in terms of growing tennis in their local markets) and to communicate the same to USTA Georgia; to foster relationships with the CTA leaders; and to educate the CTAs about programs and support available to them through USTA Georgia staff and Board of Directors.
- Volunteer or attend an Adult State Championship, Adult League Championship, or Jr. Team Tennis Championship held in the Representative's district.
- Assist with the planning for a CTA Presidents' Workshop at the Annual USTA Georgia Community Tennis Development Workshop (CTDW), and attend same.
- Participate in a quarterly teleconference of all District Representative's, the Representative at Large, and the Presidential Appointees to discuss concerns and best practices within the districts. It is suggested that the Vice Presidents coordinate and lead these discussions.

Time Commitment: Minimum of 2 hours per week.

PRESIDENTIAL APPOINTEES (Term of 1 Year, No Term Limits, No Compensation)

Appointed by the President, up to four Presidential Appointees are non-voting members of the Advisory Council. They serve for one-year terms in the areas in which the President needs their particular talents and skills. This may include serving on committees, assisting with special projects, or representing USTA Georgia in special settings, and promoting USTA tennis programs throughout the state. It is strongly recommended that both the current President of the Georgia Tennis Foundation and of USTA Atlanta have permanent seats as Presidential Appointees to the USTA Georgia Advisory Council. Other specific duties include:

- Participate by teleconference in at least two additional meetings of the Board of Directors as called by the President.
- Participate on assigned committees as a member or Chair.
- Serve on task forces or ad hoc committees as requested.
- Coordinate with the District Representative in their home district to attend a minimum of one (1) meeting of at least one CTA within the district in each twelve month period of the appointee's term. The purpose of attending these meetings is to become more aware of each CTA's accomplishments

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as well as their needs (in terms of growing tennis in their local markets) and to communicate the same to USTA Georgia; to foster relationships with the CTA leaders; and to educate the CTAs about programs and support available to them through USTA Georgia staff and Board of Directors.

- Volunteer or attend an Adult State Championship, Adult League Championship, or Jr. Team Tennis Championship held in the appointee's district.
- Participate in a quarterly teleconference of all District Representatives, the Representative at Large and the Presidential Appointees, to discuss concerns and best practices within the districts.

Time commitment: Minimum of 2 hours per week.

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