

## **USTA MIDDLE STATES COMMITTEE CHAIR**

### **Overall goal:**

To provide overall leadership and direction for the committee.

### **Key roles and responsibilities:**

- Recommend and refine Committee Charges with the Committee members, Staff liaison, and division director..
- Recommend new or refine existing programs or initiatives in support of the USTA MS mission. Set annual goals for the committee which support the USTA mission and programs
- Mentor Committee members.
- Facilitate effective Committee operations, including special projects as requested by the President.
- Advise the USTA MS Board of Directors, through the staff liaison, of the Committee's recommendations and activities.
- Identify and develop potential leaders on the Committee.
- Work with the staff liaison to schedule and call meetings and prepare agendas.
- Prepare materials for meetings in a timely manner, submit meeting summaries and minutes.
- Lead a minimum of 2 committee meetings per year.

### **Estimated time commitment and meeting format:**

Committee chairs should expect to spend several hours per month on committee work which can vary month to month. Meetings may be in person or by teleconference as outlined by the committee chair.

### **Selection process:**

Committee chairs are appointed by the USTA MS President unless otherwise specified in the USTA MS Bylaws.

### **Volunteer benefits:**

- Identification with the section, district and USTA.
- Ability to make a significant contribution to the setting and achievement of USTA MS goals.
- Opportunities to network with peers.
- Some supported travel to meetings may be provided.

### **Term Limit:**

Two year term, renewable for another term but not to exceed 6 consecutive years.