



Mission Statement:
“Promote and Develop the Growth of Tennis”

Board Member For Central Indiana Tennis

The not-for-profit sector is broader and more diverse than many people realize. Not-for-profits include membership organizations, such as the USTA, schools, churches, civic organizations, foundations, and charitable organizations.

As a Board Member, you have the opportunity to work with both an organization and a set of issues that you are very interested in tennis. Though it is always an honor to be asked to serve on a Board, if you do not connect with its focus and mission, you are doing the organization and yourself a disservice by agreeing to join the Board.

The Roles of Board and Staff

In established organizations, with paid staff, there are always discussions about what responsibilities belong to the Board and which to the staff. Each organization will work out these details in their own way and will be frustrated to find that some gray areas will always exist.

In general terms, the Board will spend most of its time on the big-picture issues of defining or refining mission, planning, measuring the organization's effectiveness, and ensuring that legal and financial expectations and responsibilities are being met. This is often referred to as "making policy". The staff will focus their efforts on the day-to-day operations of the organization.

The Board meets 4 times a year. There will also be at least one strategy meeting, and an orientation meeting. Most board members will also be requested to join one of the Central Indiana Tennis committees and attend meetings in connection with those committees. There are 7 main committees:

Adult Tennis
Junior Tennis
Community Outreach
Nominating
Awards
Strategic Planning
Grievance

Board members should anticipate volunteering at as many of the community outreach events as possible, participation in these events is both fulfilling and supportive of the staff and the strategic plan.

Board members should be active in promoting and advocating for Central Indiana Tennis including marketing Central Indiana Tennis programming at all times.

What Authority Do I Have?

In simplest terms, individual Board Members have NO authority in the organization. Your authority comes as a member of a group (the Board). You exert your influence by working with the Board and establishing visions, plans, and policies to support the mission of your organization.

You have the opportunity to bring new ideas to the Board, to propose new partners, to identify potential Board Members, new donors, or new programs. You can suggest new planning processes or variations in the mission of the organization. You should also ask questions about any work of the organization and ensure that the Board is kept well informed.

Unless specifically granted to you by a vote of the Board, as an Individual Board Member, you do NOT have authority to:

- 1) Discipline, hire, or fire staff
- 2) Commit the organization
- 3) Offer the use of organization facilities, assets, or staff for use by another individual or organization.

Officer Roles

There are 5 Officer roles on the Board of Directors. They have some additional duties to the at large board members.

- **The President's** duties shall include, but shall not be limited to, presiding at all membership meetings and all meetings of the Management Committee and the Board of Directors, appointing, with the approval of the Management Committee, the chairs of all Standing Committees by January 31, appointing the chairs of all Work Groups, and being responsible that all Officers and Committee Chairmen perform their duties.
- **The First Vice President and Second Vice President** shall assist the President in performing the duties of that Office. In the absence of the President, the First Vice President shall assume the duties of the Office of President; in the absence of the First Vice President as well, the second Vice President shall assume such duties.
- **The Secretary** shall, with the assistance of the Executive Director, be responsible for the keeping of accurate membership records, certifying voting rights, giving notice and keeping the minutes of the meetings of the Members, Board of Directors and Management Committee.
- **The Treasurer** shall, with the assistance of the Executive Director, function as the chief financial officer, and shall be responsible for all funds of USTA Central Indiana and for the overall financial management, including the preparation of budgets following proper budgetary procedures and all other financial reports.

*Management committee holds an additional 8 meetings a year to the Board.