

USTA Southern Section Board of Directors Job Descriptions

1. General Responsibilities. All members of the board of directors have the following responsibilities:

- Serve as an ambassador for tennis and the USTA throughout the Southern Section.
- Attend and engage in Board of Directors and Executive Council meetings.
- Communicate the mission and vision of the USTA Southern Section to current and potential members.
- Adhere to the By-Laws, policies and procedures established by the USTA Southern Section, to include Membership in the USTA
- Attend the USTA Southern Section Annual and Semi-Annual Meetings.
- Learn as much as possible about USTA programs.
- Preview all information and materials distributed prior to meetings.
- Make informed decisions based on the best interests of the tennis-playing population of the USTA Southern Section.
- Express personal opinions and ideas when appropriate, but also respect the opinions and ideas of other Board and Executive Committee members. Fully support collective decisions made by the Board.
- Serve on committees at the Sectional level when asked.
- Seek to recruit volunteers on an ongoing basis to serve within the Southern Section.

2. Prerequisites for Election to the Board. Board members must reside in the USTA Southern Section. There are no other prerequisites for election to the Board, but under normal circumstances, the President will have served the previous term as Executive Vice-President, the Section Delegate will have served the previous terms as President, and other officers will have served at least one prior term on the Board. In general, individuals elected to the Board have a broad general knowledge of the USTA and tennis based on most if not all of the following:

- Service as a USTA Southern Section volunteer, preferably as a committee chair, vice-chair, or member.
- Service in positions of responsibility at the state and local levels, preferably as an officer or Board member.

- Service as a USTA volunteer at the national level.
- General leadership or management experience, often including service in the tennis industry.
- Leadership and management of large and small group activities.

A full description of criteria considered by the Nominating Committee in nominating individuals to serve on the Board of Directors can be found in the *USTA Southern Nominating Committee Policy and Procedures*.

3. Board Member Job Descriptions. The following pages contain job descriptions for the officers, and members-at-large.

USTA Southern Section Job Description—President

1. **General:** The President is the Chief Executive Officer of the USTA Southern Section. He or she serves as chair of the Board of Directors and the Executive Council.
2. **Term:** Two years. Not eligible for reelection.
3. **Duties:**
 - Serve as Chief Executive Officer of the USTA Southern Section.
 - Chair the Board of Directors.
 - Chair the Executive Council, which includes the Board and the State Presidents, and past USTA Southern Presidents.
 - Call and preside over regular and special meetings of the Section membership.
 - Work with staff to plan and coordinate the Annual and Semi-Annual Meetings of the Section and any special meetings. Coordinate with the Chairman of the Southern Tennis Foundation to arrange the Hall of Fame Induction Ceremony.
 - Serve as a non-voting, ex-officio member of all committees, standing or otherwise; may serve as a full member of certain committees.
 - Appoint committee chairs, vice-chairs and members; appoint up to two non-voting members of the Executive Council; and select legal counsel.
 - Exercise personal leadership in the motivation of other officers, board members, committee chairs, committee members, and membership.
 - Ensure that personnel issues involving Board members or appointed volunteers are resolved quickly and effectively.
 - Supervise and evaluate the Executive Director. Work with the Executive Director and staff to ensure unity of purpose.
 - Act as an official spokesperson for the Section in dealings with external organizations and the media.
 - Lead in the establishment of strategic goals and objectives, and in the development of programs to meet them.
 - Coordinate as necessary with the USTA, state associations, the Southern Tennis Foundation, tennis industry entities and others to ensure coordination of effort in support of Section goals and objectives.
 - Ensure that the Section acts in accordance with federal and state laws, with the By-Laws and policies of the USTA, and with its own By-Laws and policies.
4. **Remuneration:** None. Board members are reimbursed for reasonable expenses for required travel.
5. **Time Commitment:** Board members will travel 15-30 days per year depending on the position. Commitments include USTA Annual and Semi-Annual Meetings, USTA Southern Section Annual and Semi-Annual Meetings, one or more state association meetings, and other meetings and functions. In addition, several hours per week may be required for conference calls, email, and other activities.

USTA Southern Section Job Description— Executive Vice-President

1. **General**: The Executive-Vice President assists the President and exercises the powers of the President in his or her absence.
2. **Term**: Two years. Eligible for reelection.
3. **Duties**:
 - Assist the President in the performance of his or her duties
 - Exercise the powers of the President in the President's absence.
 - In the case of the President's resignation, removal, incapacity or death, the Executive Vice-President shall automatically assume the office of President.
 - Serve on the Board of Directors and Executive Council.
 - May be tasked to serve as Board Liaison to one or more committees.
 - The Executive Vice-President is frequently tasked by the President to Chair or serve on special committees or task forces or to manage projects or activities.
 - The Executive Vice-President is expected to actively participate in USTA activities and typically serves in one or more leadership roles at the national level.
4. **Remuneration**: None. Board members are reimbursed for reasonable expenses for required travel.
5. **Time Commitment**: Board members will travel 15-30 days per year depending on the position. Commitments include USTA Annual and Semi-Annual Meetings, USTA Southern Section Annual and Semi-Annual Meetings, one or more state association meetings, and other meetings and functions. In addition, several hours per week may be required for conference calls, email, and other activities.

USTA Southern Section Job Description—Vice-President

1. **General:** There will be three Vice-Presidents, who will assist the President and Vice-President in the performance of their duties and carry out other duties assigned by the President or Board of Directors.
2. **Term:** Two years. Eligible for reelection.
3. **Duties:**
 - Assist the President and the Executive Vice-President in the performance of their duties.
 - Carry out other duties assigned by the President or Board of Directors.
 - Serve on the Board of Directors and Executive Council.
 - May be tasked to serve as Board Liaison to one or more committees.
 - The Vice-Presidents are frequently tasked by the President to Chair or serve on special committees or task forces or to manage projects or activities.
 - Vice-Presidents are expected to actively participate in USTA activities and typically serve in one or more leadership roles at the national level.
4. **Remuneration:** None. Board members are reimbursed for reasonable expenses for required travel.
5. **Time Commitment:** Board members will travel 15-30 days per year depending on the position. Commitments include USTA Annual and Semi-Annual Meetings, USTA Southern Section Annual and Semi-Annual Meetings, one or more state association meetings, and other meetings and functions. In addition, several hours per week may be required for conference calls, email, and other activities.

USTA Southern Section Job Description—Secretary

1. **General:** The Secretary performs general secretarial duties on behalf of the USTA Southern Section, to include the recording, distribution and reporting of Board, Executive Committee, and Membership meetings.
2. **Term:** Two years. Eligible for reelection.
3. **Duties:**
 - With the aid of the Executive Director, maintain accurate membership records, certify voting strength and give notice of meetings of the members.
 - Ensure that the required quorum is present for Board, Executive Council and member meetings.
 - Record, distribute, and report the minutes of meetings of the members, the Board of Directors, and the Executive Council.
 - Correspond on behalf of the Section as required, with the assistance of the Executive Director and staff.
 - Serve on the Board of Directors and the Executive Council.
 - Perform other duties assigned by the President or Board of Directors.
 - May be tasked to serve as Board Liaison to one or more committees.
 - As a member of the Board of Directors, the Secretary is expected to actively participate in USTA activities and will typically serve in one or more leadership or committee roles at the national level.
4. **Remuneration:** None. Board members are reimbursed for reasonable expenses for required travel.
5. **Time Commitment:** Board members will travel 15-30 days per year depending on the position. Commitments include USTA Annual and Semi-Annual Meetings, USTA Southern Section Annual and Semi-Annual Meetings, one or more state association meetings, and other meetings and functions. In addition, several hours per week may be required for conference calls, email, and other activities.

USTA Southern Section Job Description—Treasurer

1. **General:** The Treasurer is responsible for the financial management of the USTA Southern Section.
2. **Term:** Two years. Eligible for reelection.
3. **Duties:**
 - Responsible for the financial management and controls of the USTA Southern Section.
 - Prepare, with the assistance of the Executive Director, an annual budget for the each forthcoming calendar year.
 - Ensure that all expenditures not included in the approved budget for the year, or expenditures which exceed line items in the approved budget, are approved in accordance with current procedures.
 - Ensure, with the assistance of the Executive Director, that the accounts of USTA Southern Section are audited annually and that audit reports are presented to the Board and Executive Council.
 - Chair the Budget and Finance Committee. Will serve on or maintain close contact with the Investment and Audit committees.
 - Provide regular reports to the Board of Directors and Executive Council on the financial status of the Section.
 - Work with the Executive Director to ensure fiduciary responsibilities are met.
 - Coordinate with Investment Committee to ensure cash and investments are managed as stated in the investment policy.
 - Provide assistance and guidance to committees when requested, or if appropriate and assist committee chairs in developing budget requests.
 - Serve on the Board of Directors and Executive Council.
 - May be tasked to serve as Board Liaison to one or more committees.
 - As a member of the USTA Southern Section Board of Directors, the Treasurer is expected to actively participate in USTA activities and will typically serve in one or more leadership or committee roles at the national level.
4. **Remuneration:** None. Board members are reimbursed for reasonable expenses for required travel.
5. **Time Commitment:** Board members will travel 15-30 days per year depending on the position. Commitments include USTA Annual and Semi-Annual Meetings, USTA Southern Section Annual and Semi-Annual Meetings, one or more state association meetings, and other meetings and functions. In addition, several hours per week may be required for conference calls, email, and other activities.

USTA Southern Section Job Description— Section Delegate

1. **General:** The USTA Southern Section Delegate represents the section at the USTA.
2. **Term:** Two years. Eligible for reelection. Customarily the Immediate Past President of the Section will serve as Section Delegate.
3. **Duties:**
 - Serve as representative of USTA Southern to USTA.
 - Present the USTA call items to the Board for discussion and vote.
 - Cast the vote of the USTA Southern Section in the affairs of the USTA.
 - Serve as the USTA Southern representative on the USTA Executive Committee.
 - Serve on the USTA Southern Section Board of Directors and Executive Council.
 - Work directly with the President, Executive Council, and Board of the USTA Southern Section to ensure that the interests of the Section are fully considered by the USTA and that the plans and actions of the USTA are fully understood by Section leaders.
4. **Remuneration:** None. Board members are reimbursed for reasonable expenses for required travel.
5. **Time Commitment:** Board members will travel 15-30 days per year depending on the position. Commitments include USTA Annual and Semi-Annual Meetings, USTA Southern Section Annual and Semi-Annual Meetings, one or more state association meetings, and other meetings and functions. In addition, several hours per week may be required for conference calls, email, and other activities.

USTA Southern Section Job Description— Director-at-Large

1. **General**: There are three Directors-at-Large who are voting members of the Board of Directors and who perform duties assigned by the President or the Board.
2. **Term**: Two years. Eligible for reelection.
3. **Duties**:
 - Perform duties assigned by the President or Board of Directors.
 - Serve on the Board of Directors and Executive Council.
 - May be tasked to serve as Board Liaison to one or more committees.
 - Directors-at Large are expected to actively participate in USTA activities and typically serve in one or more leadership or committee roles at the national level.
4. **Remuneration**: None. Board members are reimbursed for reasonable expenses for required travel.
5. **Time Commitment**: Board members will travel 15-30 days per year depending on the position. Commitments include USTA Annual and Semi-Annual Meetings, USTA Southern Section Annual and Semi-Annual Meetings, one or more state association meetings, and other meetings and functions. In addition, several hours per week may be required for conference calls, email, and other activities.