



9145 E. Kenyon Ave. Suite 201
Denver, CO 80237
www.intermountain.usta.com

“To promote and develop the growth of tennis in the Intermountain Section”

Volunteer Job Description

POSITION: Committee Member

TERM: Begins January 2017

REPORTS TO: The Committee Chair

TIME REQUIRED:	Quarterly	Annually
Preparation and Planning	1 hrs	4 hrs
Committee Conference Call	1 hrs	4 hrs
Meeting/conversing with Staff	1 hrs	4 hrs
Contact with other Members	2 hrs	8 hrs
Other – as the Chair request	2 hrs	8 hrs
Attendance at ITA Annual Meetings, if needed		
Total	7 hrs	28 hrs

Responsibilities:

- Attend and participate in called meetings.
- Work within the committee charges and organizational strategic plan.
- Come to the meetings prepared
 - Read agenda and support materials
- Vote when called upon.
- Participate in operations when called upon.
- Take on tasks as they pertain to committee projects and work within the time frame agreed to by the entire committee.
- Have a general awareness of status and trends within the section.
- Assume a section wide perspective.
- Serve on sub-committee, if asked.

Voting authority: Yes.

Evaluation:

Committee Chair will review the Committee Members.

- Attendance to meetings
- Availability to Committee Chair
- Ability to work within the committee charges and strategic plan

Please sign here to demonstrate that you have read and agree to the above responsibilities.

Signature: _____

Print name: _____