



## GEORGIA

**USTA Georgia  
Board of Directors and Advisory Council  
Members Roles/Job Descriptions  
Updated November 30, 2023**

***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.
- Contribute to and assist in identifying potential donors to the Georgia Tennis Foundation (GTF).
- Seek to volunteer to serve on USTA committees at the Sectional and National level.
- Recruit new volunteers to serve within USTA-Georgia.

**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 operating officer of the Association and serve as a non-voting ex-officio member of all committees, standing or otherwise. 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.

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- Keeps the Board of Directors and Advisory Council discussions on topic by summarizing issues and focused on USTA Georgia's mission.
- Appoints USTA Georgia committee chairpersons and committee members.
- Recommends USTA Georgia volunteers for USTA Southern Committees appointments.
- Orients new Board of Directors and Advisory Council members.
- Recognizes the Board of Directors and Advisory Council Members' contributions.
- Promotes USTA Georgia's purpose to Georgia communities and to the media.
- Prepares reports for the USTA Georgia Annual Meeting and attends both USTA Southern Annual and Semi-Annual meetings as well as USTA National Meetings where appropriate.
- Promotes interests of USTA Georgia at USTA Southern meetings.
- Establishes set scheduled meetings with Executive Director.
- Communicates frequently and mentors the Executive Vice President.
- Communicates with Georgia Tennis Foundation leadership.
- Coordinates through the Human Resource Committee and Board of Directors to evaluate Executive Director's annual performance review.
- Establishes ad hoc or task force committees as needed.
- Estimated 15 hours per month.

### **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.

- Provides leadership to various committees as assigned.
- Learns the duties of the President and keeps informed on key issues.
- Prepares to serve a future term as President.
- In the second year of term, attends the USTA Southern Annual and Semi-Annual Meeting; and USTA National Annual Meetings with the President.
- Mentors new members of the Board of Directors as needed.
- Estimated time commitment is 7-10 hours/month.

### **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. 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.

- Serves on standing or other committees as requested by the President.
- Serves as a mentor to District Representatives and Representatives at Large.
- Attends the USTA Southern Annual meeting in Atlanta (generally January).

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**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, Advisory Council members and committees.
- 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 and records all motions and decisions.
- Distributes copies of minutes to Board of Directors and Advisory Council after meetings for consideration and approval.
- Attends the USTA Southern Annual Meeting in Atlanta (generally January).
- Orients incoming Secretary.
- Estimated time commitment is 3 hours per month.

**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 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 and Staff Director of Accounting/HR to ensure fiduciary responsibilities are met.
- Communicates with outside auditing firm as necessary.
- Coordinates with Investment Committee to ensure cash and investments are managed as stated in the investment policy.
- Orients incoming Treasurer.
- Estimated time commitment is 5-10 hours per month.

**DISTRICT REPRESENTATIVES (8 elected) (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 USTA Georgia. He/she assumes board leadership responsibilities as requested and represents USTA Georgia out in the community. The District Representative reports what is going on in the various local Community Tennis Associations

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(CTA)s in his/her district. He/she acts as a USTA Georgia ambassador to individual and organizational members within their respective district.

- Write and present a brief written report about the district activity at the USTA Georgia Semi-Annual and Annual meetings.
- Participate at the USTA Georgia Annual Meeting (generally February) and Semi-Annual meetings as well as 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.
- 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. It is also 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 CTAs supported will be split with a Director At Large.
- Act as the liaison between the local CTAs in your District with the USTA Georgia staff and Board of Directors.
- If requested, coordinate the Semi-Annual Meeting with the President and the Executive Director if held in the Representative's district.
- Estimated time commitment is 1-5 hours per month.

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

The District Representative At Large 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 out in the community. The District Representative reports what is going on in the various local Community Tennis Associations (CTA)s in his/her district. He/she acts as a USTA Georgia ambassador to individual and organizational members.

This position is open to all members throughout the State, however there is a preference that the Representative at Large position is filled from within District 3 (Atlanta).

- Write and present a brief written report about the district activity at the USTA Georgia Semi-Annual and Annual meetings.
- Participate at the USTA Georgia Annual Meeting (generally February) and Semi-Annual meetings as well as 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.
- 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.

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- Act as the liaison between the local CTAs in your District with the USTA Georgia staff and Board of Directors.
- Estimated time commitment is 1-5 hours per month.

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