



12005 Performance Drive  
Orlando, FL 32827  
Telephone: (407) 545-8940 ext. 2000  
Fax: (407) 982-2971  
[www.ustafloridafoundation.com](http://www.ustafloridafoundation.com)

## Volunteer Position Description (VPD)

**Position Title:** Secretary

**A. Purpose of Position:**

To insure the accurate recording of the Board of Directors meeting report

**B. Qualifications:**

- Resident of Florida
- Member of USTA Florida
- Passion to promote our mission of "Changing Lives through Tennis"
- Good oral and written communication skills

**C. Responsibilities:**

- Attend all Board meetings unless excused for valid reasons by the President
- Take roll call at all Board meetings, including all conference call and Skype meetings
- Record, in writing, the proceedings of the all Board meetings in person, by conference call or web based
- Be part of the team that supports the President at meetings by the timely making of motions, having statistics and data ready, calling the questions, etc.
- Assist with all written communication as deemed necessary by the President
- Submit, in writing, the meeting report to the President and Executive Director within 2 weeks for proofing and sending to the Board for approval
- Sign all meeting reports (may be done electronically) of the Board, committee, project team and special meetings
- Be a good steward / join other Board members in providing oversight over resources and finances
- Give and/or get a significant contribution annually in accordance with the Give/Get Policy
- Recruit volunteer committee members to assist in tasks and responsibilities as needed in consultation with the President
- Volunteer for and willingly accept assignments, complete them thoroughly and on time
- Stay informed about Board matters, review all documents in preparation for Board meeting, provide relevant input
- Become knowledgeable about the Foundation's budget, bylaws, policies and procedures, rules and regulations, etc.
- Be an active participant in the Foundation's goal-setting and evaluation processes
- Participate in the annual performance assessment of the Board of Directors
- Attend Foundation events when possible and within budget parameters
- Be a goodwill ambassador for the Foundation and USTA Florida
- Avoid all conflicts of interest

**D. Board / Staff Contact:**

- President
- Executive Director



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**E. Travel Demands:**

- Attend committee, task force and project team meetings as needed
- Attend USTA Florida Foundation Board of Directors meetings
- Attend USTA Florida Annual Meeting

**F. Timeframe:**

- Length of commitment: 3 years
- Estimated hours per month: 10 -20 hours

**G. Benefits:**

- Position of leadership
- Opportunity to assume other leadership positions with USTA Florida and the USTA
- Opportunity to participate in training and networking events/activities
- Opportunity to attend the USTA Florida Annual Meeting with other tennis leaders
- Out of pocket USTA Florida Section Foundation expenses reimbursed per established criteria