



12005 Performance Drive
Orlando, FL 32827
Telephone: (407) 545-8940 ext. 2000
Fax: (407) 982-2971
www.ustafoundation.com

Volunteer Position Description (VPD)

Position Title: Treasurer

A. Purpose of Position:

To ensure the Foundation sustains a solid financial position

B. Qualifications:

- Resident of Florida
- Member of USTA Florida
- Knowledge and interest in financial statements and accounting principles
- Passion to promote our mission of "Changing Lives through Tennis"
- Good communication skills

C. Responsibilities:

- Attend all Board meetings unless excused for valid reasons by the President
- With the assistance of the Executive Director, be responsible for the financial management and controls of the Foundation
- Work with the Executive Director to develop the annual budget for approval by the Board
- Ensure that the funds are distributed as authorized by the Board of Directors
- Oversee the proper preparation and filing of all tax returns and related reports
- Sign checks and approve other financial documents as set forth in accordance to the financial policies
- Fulfill other duties as requested by the President, including providing Board members with financial reports on a quarterly basis
- 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 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

VPD Updated:

7/2/2018

Approved By:



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

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 to 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