



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

Volunteer Position Description (VPD)

Position Title: Vice President

A. Purpose of Position:

Provide leadership on the Board of Directors, committees and project teams, working together to fulfill our mission

B. Qualifications:

- Resident of Florida
- Member of USTA Florida
- Knowledge of and interest in fiduciary oversight, organizational management and fundraising
- Passion to promote our mission of *"Changing Lives through Tennis"*
- Ability to run and participate in meetings
- Good communication skills

C. Responsibilities:

- Attend all Board meetings unless excused for valid reasons by the President
- Assist the President in the performance of his or her duties
- Fulfill such duties as may be assigned in by the President or Board of Directors
- Participate as a member and attend all meetings of the Board of Directors
- Supports the Board of Directors by the timely making of motions, having statistics and data prepared, calling the questions, etc.
- Act as a liaison to committees and project teams as assigned by the President
- Assist with setting goals for committees and project teams
- 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
- 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 Board's evaluation and goal-setting process
- 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: 2 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