



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:** Director

**A. Purpose of Position:**

Provide guidance and leadership to the USTA Florida Section Foundation in its mission of "*Changing Lives Through Tennis.*"

**B. Qualifications:**

- Resident of Florida
- Member of USTA Florida
- Passion to promote our mission
- Knowledge / interest in fiduciary oversight
- Experience / interest in fundraising
- Ability to effectively participate in Board meetings
- Good communication skills

**C. Responsibilities:**

- Attend all Board meetings unless excused for valid reasons by the President
- 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:**

- Board President
- Executive Director

**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



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**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