



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 Foundation Board meetings
- Good communication skills
- Interest/knowledge of funding and grants initiatives and capital relations

**C. Responsibilities:**

- Attend all Foundation Board meetings unless excused for valid reasons by the President
- Participate as a grant reviewer for all applications made available by the Foundation
- Be a good steward / join other Foundation 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 Foundation 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 Foundation 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
- Staff Liaison

**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:**



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

- Length of commitment: 2 years
- Estimated hours per month 10 – 20 hours

**G. Benefits:**

- Position of leadership
- Opportunity to pursue 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