



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

## **Volunteer Position Description (VPD)**

**Position Title:** Foundation Board Liaison to the Section Board

### **A. Purpose of Position:**

To communicate the activity and actions of the Foundation Board to the Section Board

### **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
- Knowledge and interest in Board activity and actions of the USTA Florida Foundation
- Ability to run and participate in effective meetings
- Understanding of meeting management, particularly Robert's Rules of Order
- Strong organizational and time management skills
- Interest/knowledge of funding and grants initiatives

### **C. Responsibilities:**

- Attend all Board meetings unless excused for valid reasons by the President
- To prepare and distribute liaison meeting reports, either verbal or written, within 15 working days of a Section Board meeting
- To clearly communicate the decisions of the Foundation Board to the Section Board
- 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
- 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 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



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**E. Travel Demands:**

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

**F. Timeframe:**

- 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