



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: President-Elect

A. Purpose of Position:

Provide leadership on the Foundation Board of Directors, committees and project teams, working together to fulfill our mission while preparing to assume the role of President and ensure effective leadership continuity.

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 of and interest in fiduciary oversight, organizational management and fundraising
- Ability to run and participate in meetings
- Understanding of meeting management, particularly Robert's Rules of Order
- Strong organizational and time management skills
- Interest/knowledge of funding and grants initiatives and capital relations
- Commitment to leadership development and succession planning responsibilities

C. Responsibilities:

- Attend all Foundation Board meetings unless excused for valid reasons by the President
- Assist the President in the performance of his or her duties and serve in a leadership support role
- Prepare to assume the role of President through active engagement, learning, and leadership development activities
- Participate as a member and attend all meetings of the Foundation Board of Directors
- Serve in a shadowing and succession-planning capacity
- Fulfill such duties as may be assigned by the President or Foundation Board of Directors
- 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 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
- 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 meetings, and 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 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



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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:

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

G. Benefits:

- Position of leadership
- Direct preparation for role as President of the Board
- 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