



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

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

To effectively and efficiently lead the Foundation Board of Directors, always focusing on the mission statement operationally and financially

### **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 and leadership skills
- 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

### **C. Responsibilities:**

- Preside at all meetings of the Foundation Board of Directors
- Direct and work closely with the Staff Liaison
- Lead the building of a strong and engaged Foundation Board of Directors
- Provide assistance to other members of the Foundation Board, committees and project teams
- Manage financial oversight, in tandem with Staff Liaison and Treasurer, and legal compliance
- Sign checks in accordance to financial policies and sign or approve other financial documents
- Sign contracts on behalf of the Foundation provided there has been prior Foundation Board approval
- Guide the grant-making strategy and strategic planning process
- Represent the Foundation at all social, political and professional events as needed
- Contribute to the USTA Florida Foundation annual performance assessment
- Responsible for setting the agenda for all meetings of the Foundation Board of Directors
- Assigns Foundation Board members to project teams, task forces, or committees
- 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
- Lead the annual Foundation Board of Directors assessment
- Spearhead Foundation Board Member mentoring, training and timely resolution of conflicts
- Review the commitment of non-performing Foundation Board Members
- Remain highly knowledgeable about the Foundation's budget, bylaws, policies and procedures, rules and regulations, etc.
- Be a goodwill ambassador for the Foundation and USTA Florida
- Avoid all conflicts of interest

### **D. Staff Contact:**

- Staff Liaison



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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: 25 – 40 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