



## **USTA/Virginia Tennis Elected Officers of the Board of Directors Summary**

The duties of the respective officers shall, in general, parallel those of the corresponding officers of the USTA/MAS. These duties shall include, but not be limited to the following:

### President:

- Preside at all membership meetings, for example, Semi-Annual and Annual Meeting.
- Act as Chairperson of the Board of Directors and the Executive Committee.
- Appoint, with approval of the VT-BOD, the Nominating Committee chairperson and committee members.
- Serve on the MAS BOD without vote, but become a voting member in absence of the VT Delegate.
- Except as otherwise provided in these Bylaws, appoint all committee chairpersons and act as an “Ex Officio” member with power to vote, except for the Nominating Committee.
- Assist with the preparation of the Annual Budget through the Budget and Finance Committee and present to the VT-BOD and Executive Committee for approval.
- Oversee annual reviews/audits of VT financial accounts.

Estimated Time Commitment: 10-15 hours a week

### First Vice President:

- Assist the President in the performance of his/her duties
- Act as Liaison to designated VT Committees
- Exercise all powers of the chairperson of the Board and President, in his/her absence or in case of his resignation or incapacity.

Estimated Time Commitment: 2-5 hours a week

### Second Vice President:

- Assist the President and First Vice President in the performance of their duties
- Act as Liaison to designated VT Committees
- Exercise all powers of the First Vice President in his/her absence or in case of resignation or incapacity.

Estimated Time Commitment: 2-5 hours a week

### Delegate to the USTA/MAS:

- Subject to instructions of the VT-BOD or the membership, represent VT at, and in connection with, all official USTA/MAS meetings as required.
- Act as Liaison to designated VT Committees

Estimated Time Commitment: 8-10 hours a week

### Secretary

- Verify membership-voting power\*.
- Issue notices of official VT membership meetings\*.
- Keep meeting(s) minutes of the VT-BOD and Executive Committee.
- Act as Liaison to designated VT Committees
- Perform other duties as may be assigned by the President

\*Note: These duties are currently administered through the VT Office with the supervision of the Secretary.

Estimated Time Commitment: 2-5 hours a week

### Treasurer:

- Be responsible for financial management and control.
- Prepare the District’s Proposed Annual Budget in accordance with VT-BOD and presidential guidance\*.
- Serve on the MAS Budget and Finance Committee.
- Act as Liaison to designated VT Committees
- Coordinate development of Annual Reviews/Audits of VT finances\*.
- Perform other duties as assigned by the President.

\*Note: These duties are currently administered through the VT Office with the supervision of the Treasurer.

Estimated Time Commitment: 5-7 hours a week, during budget season this time may increase.