



USTA/VIRGINIA TENNIS

COMMITTEE DESCRIPTIONS, ROLES AND RESPONSIBILITIES

USTA/Virginia District Committee Roles and Responsibilities

The following qualifications, responsibilities, and benefits outlined below are applied throughout every USTA/Virginia District Committee. Additionally, committee specific qualifications are outlined for a more detailed understanding of the roles of each committee individually.

QUALIFICATIONS:

1. Understanding and knowledge of the relationship between District/Section/National USTA.
2. Good organization, communication and people skills.
3. Ability to attend Committee meetings. Ability to attend District, Sectional and National meetings, when necessary.
4. Understanding and knowledge of the program or administrative area that pertains to their committee.

CHAIRPERSON RESPONSIBILITIES:

1. Organize and schedule meetings with staff assistance and facilitate meetings according to the Roberts Rules of Order. Inform Board Liaison of all meetings.
2. Work with staff and committee to create a mission statement and work plan for the upcoming two years.

3. Communicate regularly with Staff and Board Liaison to ensure coordinated Committee and staff efforts. For example, follow up with Committee members and staff on projects that are pending.
4. Regularly assess Committee efforts to ensure continuous efforts are being made to accomplish stated goals. Regularly review Committee minutes.
5. Regularly communicate with the Board Liaison. Commitment to attend Executive Committee Meetings called by the BOD, whenever possible.
6. Coordinate all committee proposals with staff liaison.
7. Identify and recommend to Committee Chairpersons qualified volunteers to serve as Committee Members.
8. Advise the USTA/Virginia District President with Performance evaluations for Committee Volunteers regarding advancement, reassignment and separation.
9. Prepare a brief committee report to be presented at the VT Semi-Annual and Annual Meetings.
10. The Board Liaison is the Volunteer Supervisor of the Committee Chairperson.

COMMITTEE RESPONSIBILITIES:

1. Work with staff liaison in setting yearly goals, procedures and schedules.
2. Execute the objectives of the workplan under the direction of the chairperson and staff liaison.
3. Revise the objectives of the workplan either annually or bi-annually.
4. Deliver to the committee Chairperson and/or Staff Liaison any topics, suggestions or concerns for committee meetings in a timely manner so as to allow inclusion of such items in the next committee meeting.
5. Attend events set forth by the committee.
6. Provide pertinent information relative to the committee for the construction and maintenance of the Long Range Planning Committee.

SECTION RESPONSIBILITIES:

1. The Chairperson or other designated member of the committee will serve on the corresponding MAS Committee.
2. The Chairperson or other designated member will represent the interest of Virginia programs on the MAS Committee.
3. The Chairperson or other designated member should understand their importance of their attendance at the MAS Committee meetings.
4. The Chairperson or other designated member is requested to report back to the VT Committee to include the Board and Staff Liaison.

TIME COMMITMENT/TRAVEL DEMANDS:

1. Approximately 10 hours a month with some months being busier than others.
2. There will be approximately 2 to 3 meetings a year. The travel time would be flexible to a certain extent as it is up to the chairperson/committee to decide location and time of meetings.

COMPENSATION/BENEFITS:

1. Opportunity to make a significant contribution to the accomplishment of Virginia District goals.
2. Identification with and opportunity for advancement within the USTA Organization.
3. Virginia District Volunteer insurance coverage.
4. Opportunities for additional education, training, and travel.
5. All approved out-of-pocket expenses reimbursed; includes mileage, telephone, and postage.

WORKSITE: Home, District office when required.