

# **GEORGIA PROFESSIONAL TENNIS ASSOCIATION (GPTA)**

## **BOARD OF DIRECTORS**

### **JOB/POSITION DESCRIPTIONS 9-20-2019**

#### **PRESIDENT (Term of 2 Years, No Compensation)**

The President is a member of the Board of Directors and shall be the chief officer of the Association. He/she shall exercise personal leadership in the motivation of other officers, board members, membership and if applicable, committee chairs and committee members, and facilitate, mediate and lead in the establishment of goals and objectives during the term of office. He/she shall act as spokesperson and motivational leader.

- Provides leadership to the Board of Directors.
- Makes sure the Board of Directors adhere to any bylaws and constitution, if applicable.
- Prepares the Board's agenda with input from Board members.
- Chairs meetings of the Board of Directors.
- Encourages members of the Board of Directors to participate in meetings and activities.
- Keeps the Board of Directors discussions on topic by summarizing issues.
- Keeps the Board of Directors activities focused on GPTA's mission.
- Makes sure that Committee Chairpersons, if applicable, are appointed and appoints GPTA committee members.
- Assists all other Board of Directors in their specific duties and responsibilities when needed.
- Assists Treasurer in the preparation of annual budget.
- Takes the written minutes of any meeting in which VP-Secretary is absent or delegates the taking of minutes to another Board of Director.

- Seeks to recruit new members and retaining current members.
- Seeks to recruit volunteers, if needed, for any GPTA hosted event.
- Orients new Board of Directors.
- Recognizes the Board of Directors and any member contributions.
- Plays a leading role in communicating with leadership at all other tennis organizations and tennis providers within the state of Georgia, to include but not limited, USTA-Georgia, ALTA, USPTA, PTR, USTA-Southern, various sponsors and tennis providers/vendors.
- Promotes GPTA's purpose to Georgia communities and to the media.
- Establishes set scheduled meetings with Board of Directors.
- Mentors the First Vice President.

### **FIRST VICE PRESIDENT (Term of 2 Years, No Compensation)**

The First Vice President is a member of the Board of Directors and shall assist the President in the performance of duties and shall exercise all the powers of the President in the case of absence, resignation, removal, incapacity, or death.

- Acts in the absence of the President performing all of President's stated duties and responsibilities.
- Provides leadership to other Board of Directors and to various committees, if applicable, and as needed.
- Seeks to recruit new members and retaining current members.
- Seeks to recruit volunteers, if needed, for any GPTA hosted event
- Learns the duties of the President and keeps informed on key issues.
- Works closely as consultant and advisor to the President.
- Prepares to serve a future term as President.
- Promotes GPTA's purpose to Georgia communities and to the media.
- Oversee, monitor and report to Board of Directors on the membership count on a bi-monthly basis and leads efforts and assists each VP-Membership/Sponsorship in the recruiting and retaining of members and seeking sponsorships, both in-kind and cash as well as seeking donations.

- Assists President in orientation of new Board of Directors.
- Assists President in communicating with leadership at all other tennis organizations and tennis providers within the state of Georgia, to include but not limited, USTA-Georgia, ALTA, USPTA, PTR, USTA-Southern, various sponsors and tennis vendors/providers.
- Mentors new members of the Board of Directors as needed.
- Orients incoming First Vice President.

### **VICE PRESIDENTS- Events and Awards (Term of 2 years, No Compensation)**

The two (2) Vice Presidents are members of the Board of Directors and shall perform the duties and responsibilities for establishing and coordinating the calendar of various events hosted by the GPTA during the year as well as coordinating the annual awards event. The duties and responsibilities will be shared between both Vice Presidents.

- Divide and/or share the specific responsibilities for establishing and coordinating the calendar of various events hosted by GPTA during the year.
- Seek to plan an annual calendar of events being mindful of specific scheduling conflicts with other tennis events or seasonal time periods as to dates and times during the tennis seasons in order to anticipate maximum member attendance.
- Establish a balance, of topics/presentations, speakers, drill sessions, social events etc., among the events such that the quality of events will attract members to attend in order to provide value for the membership.
- Contact the various speakers and/or presenters and seek to secure their services on a pro-bono basis and/or negotiate a fee which is reasonable and within budgeted dollar parameters.
- Follow-up and confirm with every speaker and/or presenter in advance of the event date along with any fees associated with their services.
- Establish a back-up contingency plan for each event in case retained speaker/presenter cancels prior to event or the case of any inclement weather for any outdoor scheduled event.

- Secure a physical site for each event on a pro-bono basis or negotiate a fee which is reasonable and within budgeted dollar parameters.
- Present all scheduled events along with names of speakers/presenters and the associated fee cost to the Board of Directors for final approval prior to formal public announcement of the event.
- Arrange for all food and beverage, chairs, tables, and any condiments for each event hosted by GPTA and negotiate all related costs within budgeted dollar parameters.
- Establish written descriptions and criteria for each GPTA award to recognize selected GPTA members.
- Responsible for announcing the opening of the nomination process and the selection of the winners for each award.
- Allow for appropriate time to collect information resulting from solicitation and consideration of information from varied sources to include the nominee, tennis community volunteers and other tennis providers and/or tennis professionals quality nominations for each awards and then review each nomination and select the winners.
- Arrange and coordinate with Vice President-Communications/Website Content and Technology the presentation ceremony/event and announce/email all correspondence and invitation notices related to the event/ceremony and selected winners.
- Coordinate with Vice President-Communications/Website Content and Technology publishing all award winners on GPTA website.
- Devise a plan along with associated budget to re-establish the GPTA Hall of Fame selection process.
- Orients incoming Vice Presidents-Events and Awards.

### **VICE PRESIDENT-Communications/Website Content and Technology (Terms of 2 years, No Compensation)**

Vice President-Communications/Website Content and Technology is a member of the Board of Directors and shall perform the duties and responsibilities for all GPTA communications as directed by various Board of Directors and monitoring and management of GPTA website content and overall technology needs of the association.

- Responsible for monitoring the content on GPTA website on a regular basis.
- Responsible for updating and maintaining the GPTA website on a regular basis.
- Responsible for sending out via email any announcement or communication as directed by any of the other Board of Directors related to their role/position.
- Contact website provider/ servicer Wild Apricot on an as needed basis.
- Ensure that monthly payments/fees are paid by Treasurer to website provider/servicer
- Evaluate website functionality and provider/servicer on an annual basis and make any recommendations needed to ensure website technology is appropriately meeting the needs of GPTA.
- Establish website/technology budget and present to Board of Directors on an annual basis for approval.
- Assist all other Vice Presidents in their duties and responsibilities on an as needed basis.
- Orient incoming Vice President-Communications/Website Content and Technology

### **VICE-PRESIDENTS-Membership/Sponsorships (Term of 2 Years, No Compensation)**

The two (2) Vice Presidents are members of the Board of Directors and shall perform the duties and responsibilities required for successful recruiting and retaining of GPTA memberships and for seeking to obtain and retain sponsorships and donations. The duties and responsibilities will be shared between both Vice Presidents.

- Divide and/or share the specific responsibilities for recruiting and retaining membership numbers as well as obtaining and retraining sponsorships and donations.
- Coordinate with Treasurer to obtain accurate membership and sponsorship information on a regular basis.
- Devise a strategy for membership drive to recruit new members and retain current members and execute on the strategy via calling and sending emails.

- As part of membership strategy, make regular calls and or send emails to membership reminding them annually register and pay their upcoming annual dues or new membership dues.
- Devise a strategy to obtain sponsorships, both in-kind and cash and for donations.
- As part of sponsorship strategy, make regular calls or visits and foster relationships with tennis providers/vendors to seek in-kind or cash sponsorships/partnerships.
- Coordinate with First Vice President on the accurate reporting of all membership/sponsorship information to the Board of Directors on a regular meeting basis.
- Orients incoming Vice Presidents-Membership/Sponsorships.

### **SECRETARY (Term of 2 Years, No Compensation)**

The Secretary is a member of the Board of Directors and as such serves and assists the Treasurer in the performance of his/her duties. He/she is the official “keeper of the records” and is responsible for recording the minutes of all Board of Directors meetings, as well as other duties as outlined below.

- Assist the Treasurer in their duties, specifically, assist in the collection and monitoring of membership dues and sponsorship/donations and assist in ensuring the accurate reporting of all funds collected and expensed by the association.
- Assists President and Treasurer in the preparation of the annual budget.
- Keeps accurate written minutes of meetings and promptly distributes via email or hard copy written minutes to each Board of Director within 15 days after each held meeting.
- Records written record of Board of Directors attendance and of any Committee attendance, if applicable, and includes in written minutes.
- Obtain written Committee notes from any Committee Chair, if applicable, to include in Board of Directors written minutes report.

- Notifies Board of Directors of meetings if requested by President.
- If association has by-laws then Secretary makes sure there is a quorum at Board of Directors as established in by-laws.
- Ensures that current copies of GPTA bylaws and policy statements are filed and available, if applicable.
- Records all motions and decisions of meetings and includes in minutes.
- Records all corrections to written minutes.
- Conducts general correspondence through the President when applicable.
- Orients incoming Secretary.

### **TREASURER (Term of 2 Years, No Compensation)**

The Treasurer is a member of the Board of Directors and as such is responsible for accurately recording, monitoring and reporting the current membership numbers, associated monitoring and collection of annual dues, monitoring and collection of any sponsorships/donations whether in-kind or cash and accurately recording and monitoring all expenses of the association. He/she ensures the integrity of the fiscal affairs of GPTA and is responsible for prompt payment of all invoices, bills, expense reimbursements to Board of Directors, etc.

- Presents written bi-monthly reports to the Board of Directors on the financial state of USTA Georgia.
- Keeps financial reports/spreadsheets on file.
- Reviews and records current membership numbers on a monthly or bi-monthly basis and coordinates with VP-Membership/Sponsorship providing any requested membership information.
- Tracks any expired memberships and reports to Board of Directors those members who have not renewed memberships.
- Coordinates with President on all financial affairs to ensure fiduciary responsibilities are met and appropriate financial decisions are made.
- Prepares annual budget.

- Coordinates with Secretary and seeks assistance from Secretary when needed.
- Prepares and maintains on a monthly basis a financial report/spreadsheet which clearly and accurately reflects current membership count, paid and uncollected annual membership dues, paid and uncollected sponsorship funds and/or donations, both in-kind and cash, provides an accurate income statement reflecting total income and expense balances on a monthly basis, provides an accurate monthly balance in banking/checking account.
- Orients incoming Treasurer.