

Florence Tennis Association Volunteer Position Description

Position Title: President

Goal of Position: To preside over the activities of the FTA, coordinating the work of volunteer members to achieve organizational goals

Responsibilities:

1. To call and preside over FTA and Executive Committee meetings
2. To appoint committee chairpersons
3. To serve as the FTA's primary liaison with other organizations
4. To take the lead in establishing organizational goals
5. To coordinate the efforts of the Executive Committee and other committees to achieve organizational goals
6. To cast the deciding vote in the event of a tie in any FTA meeting
7. To co-sign checks if required
8. To coordinate with the USTA SC and with regulatory agencies to ensure that the FTA retains its status as a Community Tennis Association and a not-for profit organization

Training Provided: The outgoing President will ensure that the incoming President is familiar with all responsibilities of the position

Timeframe:

1. Length of Commitment. Two years
2. Estimated Hours per Week/Month. Approximately two to three hours per week

Qualifications:

1. FTA membership in good standing
2. Prior service as an Officer or Committee Chairperson
3. Ability to effectively organize and manage a committee
4. Ability to coordinate effectively with city, county, and USTA SC officials and with area civic and business leaders
5. Strong verbal and written communications and social skills
6. Desire to promote and develop the growth of tennis

Benefits:

1. Opportunity to serve the community
2. Chance to pay back what tennis has given
3. Opportunity for leadership within the FTA
4. Involvement in planning for the future

Staff Contact: NA

Florence Tennis Association Volunteer Position Description

Position Title: Vice President

Goal of Position: To assume the duties of the President in his or her absence or upon his or her departure from office

Responsibilities:

1. To assume all duties of the President in his or her absence
2. To co-sign checks if required
3. To procure and administer sponsorships
4. To oversee the preparation and submission of grant requests and accommodation tax requests
5. To act as the staff contact for the Local League Coordinator and JTT Coordinator and approve the stipend calculations for these positions
6. To serve as a member of the executive committee
7. To serve, if elected, as the next President

Training Provided: The outgoing Vice President will ensure that the incoming Vice President is familiar with all responsibilities of the position

Timeframe:

1. Length of Commitment - Two years
2. Estimated Hours per Week/Month. Approximately two to three hours per week

Qualifications:

1. FTA membership in good standing
2. Ability to effectively organize and manage a committee
3. Ability to coordinate effectively with city, county, and USTA SC officials and with area civic and business leaders
4. Strong verbal and written communications and social skills
5. Desire to promote and develop the growth of tennis

Benefits:

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4. Involvement in planning for the future

Staff Contact: President

Florence Tennis Association Volunteer Position Description

Position Title: Secretary

Goal of Position: To prepare and maintain the records of the Association

Responsibilities:

1. To prepare, coordinate and maintain all agendas, minutes and correspondence
2. To develop and distribute the annual membership/discount card
3. To serve as a member of the Executive Committee

Training Provided: The outgoing Secretary will ensure that the incoming Secretary is familiar with all responsibilities of the position

Timeframe:

1. Length of Commitment. Two years
2. Estimated Hours per Week/Month. Approximately two to three hours per week

Qualifications:

1. FTA membership in good standing
2. Exceptional organizational ability
3. Strong verbal and written communications skills
4. Desire to promote and develop the growth of tennis

Benefits:

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Staff Contact: President

Florence Tennis Association Volunteer Position Description

Position Title: Treasurer

Goal of Position: To conduct the financial affairs of the Association, taking the appropriate measures to ensure security and fiscal accountability

Responsibilities:

1. To maintain the financials records of the FTA
2. To manage the bank account of the FTA and to sign checks or co-sign if required
3. To provide monthly and per event financial statements to the Board and quarterly financial status reports to the Board and membership
4. To oversee the filing of the annual tax return and other required documents
5. To assist with the preparation and submission of grant requests and accommodation tax requests
6. To serve as a member of the Executive Committee

Training Provided: The outgoing Treasurer will ensure that the incoming Treasurer is familiar with all responsibilities of the position

Time Commitment:

1. Length of commitment - Two years
2. Estimated hours per month - Approximately ten to fifteen hours per month
3. One evening board meeting per month

Qualifications:

1. FTA membership in good standing
2. Ability to manage financial accounts
3. Exceptional computer skills and familiarity with Quickbooks
4. Strong verbal and written communications and social skills
5. Desire to promote and develop the growth of tennis

Benefits:

1. Opportunity to serve the community
2. Chance to pay back what tennis has given
3. Opportunity for leadership within the FTA
4. Involvement in planning for the future

Staff Contact: President

FTA COMMITTEES

Local League Committee: This Committee is responsible for planning, organizing, implementing and facilitating all adult leagues. It will consist of The Local League Coordinator (LLC), who will serve as chair, an at least two other members.

Adult Development Committee: This Committee is responsible for planning, organizing, implementing and facilitating the Tennis Apprentice (TA) programs, Transitional Leagues for TA graduates, and Social Leagues and integrating new players into local leagues throughout the FTA service area. It will emphasize recruiting members of underserved populations. It will consist of a chair and at least two other members.

Junior Development Committee: This Committee is responsible for planning, organizing, implementing and facilitating the JTT (Junior Team Tennis) program, in-school and after-school junior programs and junior clinics and camps. It will emphasize outreach to juniors in underserved population. It will consist of a chair and at least three other members including the JTT Coordinator and City of Florence Director of Tennis.

Social Media/Communications Committee: This Committee will manage the web site, prepare and send monthly newsletters, and post information at least monthly on Face book and other social media, and develop, prepare and distribute marketing and public awareness materials for FTA events on request of the event organizers. It will also maintain the constant contact database/membership list. It will consist of a chair and at least two other members.

Social Committee: This Committee will be responsible for planning, organizing, implementing and facilitating The Polar Bear Tournament and at least one tennis social per quarter. Events should be open to FTA members free or for a nominal charge and to prospective members and the guests of members for a reasonable fee. This Committee will also look for volunteer opportunities that will permit FTA members to give back to the community and demonstrate that the FTA is a good corporate citizen. It will consist of a chair and at least two other members.

Events Committee: This Committee will be responsible for planning, organizing, implementing and facilitating the Boys' High School Tournament, the Girls' High School Tournament and all Local League State Tournaments. In addition, this committee will act as an FTA liaison for all other junior, adult, college or professional tournaments in the area.

Florence Tennis Association Volunteer Position Description

Position Title: Chairperson, Local League Committee

Goal of Position: To plan, organize, implement and facilitate all competitive adult tennis leagues.

Responsibilities:

1. To plan and conduct competitive tennis programs for adult players
2. To solicit FTA member input regarding adult leagues and incorporate the information into planning
3. To plan and conduct meetings when adult league issues are brought to the attention of the FTA
4. To coordinate with the FTA officers and other committee chairpersons to ensure the adult competitive league program facilitates public awareness and increased participation
5. To oversee, facilitate and appoint three FTA members to both the League Grievance Committee and League Grievance Appeals Committee
6. To maintain sufficient records to ensure continuity of operations

Training Provided: The outgoing Local League Committee Chairperson will ensure that the incoming chairperson is familiar with all responsibilities of the position

Timeframe:

1. Length of Commitment. Two years
2. Estimated Hours per Week/Month. Approximately three hours per month increasing to twelve to fifteen hours per month when new competitive leagues are beginning

Qualifications:

1. FTA membership in good standing
2. Exceptional organizational ability
3. Strong verbal and written communication and social skills
4. Ability to coordinate effectively with area pros and community leaders
5. Desire to promote and develop the growth of tennis

Benefits:

1. Opportunity to serve the community
2. Chance to pay back what tennis has given
3. Opportunity for leadership within the FTA
4. Involvement in planning for the future

Staff Contact: President

Florence Tennis Association Volunteer Position Description

Position Title: Chairperson, Adult Development Committee

Goal of Position: To plan, organize, implement and facilitate developmental and social programs to integrate new players throughout the FTA service area emphasizing recruiting members of underserved populations

Responsibilities:

1. To plan, organize, implement and facilitate the Tennis Apprentice (TA) programs
2. To plan, organize, implement and facilitate transitional leagues for TA graduates
3. To plan, organize, implement and facilitate social leagues
4. To solicit FTA member input regarding developmental and social programs and incorporate the information into planning
5. To coordinate with the FTA officers and other committee chairpersons to ensure the adult developmental program facilitates public awareness and increased participation
6. To maintain sufficient records to ensure continuity of operations

Training Provided: The outgoing Adult Development Committee Chairperson will ensure that the incoming chairperson is familiar with all responsibilities of the position

Timeframe:

1. Length of Commitment. Two years
2. Estimated Hours per Week/Month. Approximately three hours per month increasing to ten to twelve hours per month when new developmental or social programs are beginning

Qualifications:

1. FTA membership in good standing
2. Ability to effectively organize and create interest in tennis programs
3. Ability to encourage and integrate new players to join the sport for life
4. Strong written and verbal communication and social skills
5. Desire to promote and develop the growth of tennis

Benefits:

1. Opportunity to serve the community
2. Chance to pay back what tennis has given
3. Opportunity for leadership within the FTA
4. Involvement in planning for the future

Staff Contact: President

Florence Tennis Association Volunteer Position Description

Position Title: Chairperson, Junior Development Committee

Goal of Position: To plan, organize, implement and facilitate the FTA's junior development programs throughout the FTA service area emphasizing recruiting juniors of underserved populations

Responsibilities:

1. To consist of a chair and at least three other members including the JTT (Junior Team Tennis) Coordinator and the City or Florence Tennis Director
2. To plan, organize, implement and facilitate the JTT (Junior Team Tennis) program
3. To plan, organize, implement and facilitate any in-school and after school junior programs
4. To plan, organize, implement and facilitate junior clinics and camps
5. To coordinate with the FTA officers and other committee chairpersons to ensure the junior developmental program facilitates public awareness and increased participation
6. To maintain sufficient records to ensure continuity of operations

Training Provided: The outgoing Junior Development Committee Chairperson will ensure that the incoming chairperson is familiar with all responsibilities of the position

Timeframe:

1. Length of Commitment. Two years
2. Estimated Hours per Week/Month. Approximately three hours per month increasing to ten to twenty hours in months that include a junior program or event

Qualifications:

1. FTA membership in good standing
2. Ability to effectively organize and manage a committee
3. Strong written and verbal communication and social skills
4. Desire to promote and develop the growth of tennis

Benefits:

1. Opportunity to serve the community
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Staff Contact: President

Florence Tennis Association Volunteer Position Description

Position Title: Chairperson, Social Media/Communications Committee

Goal of Position: To plan, organize, implement and coordinate the member and public awareness activities for the FTA

Responsibilities:

1. To coordinate the management and updating of the FTA website to make sure all information is current
2. To prepare and distribute the FTA newsletter monthly
3. To regularly post information to Facebook and other social media to stay current and keep members informed
4. To prepare and distribute marketing and public awareness materials for FTA events on request of the event organizers
5. To maintain the constant contact database/membership list
6. To ensure all FTA communications contribute to public awareness and increased participation
7. To maintain sufficient records to ensure continuity of operations

Training Provided: The outgoing Social Media/Communications Committee Chairperson will ensure that the incoming chairperson is familiar with all responsibilities of the position

Timeframe:

1. Length of Commitment. Two years
2. Estimated Hours per Week/Month. Approximately two hours per week

Qualifications:

1. FTA membership in good standing
2. Ability to effectively organize and manage a committee
3. Strong written and verbal communication and social skills
4. Exceptional computer skills to include social media navigation
5. Desire to promote and develop the growth of tennis

Benefits:

1. Opportunity to serve the community
2. Chance to pay back what tennis has given
3. Opportunity for leadership within the FTA
4. Involvement in planning for the future

Staff Contact: President

Florence Tennis Association Volunteer Position Description

Position Title: Chairperson, Social Committee

Goal of Position: To plan, organize, implement and facilitate the annual Polar Bear Tournament and at least one tennis social per quarter with events being open to FTA members for free or a nominal fee and to prospective members and guests of members for a reasonable fee

Responsibilities:

1. To plan, organize, implement and facilitate the annual Polar Bear Tournament
2. To plan, organize, implement and facilitate at least one tennis social per quarter
3. To look for volunteer opportunities that will allow FTA members to give back to the community and demonstrate that the FTA is a good corporate citizen
4. To ensure all social events contribute to public awareness and increased participation
5. To maintain sufficient records to ensure continuity of operations

Training Provided: The outgoing Social Committee Chairperson will ensure that the incoming chairperson is familiar with all responsibilities of the position

Timeframe:

1. Length of Commitment. Two years
2. Estimated Hours per Week/Month. Approximately three hours per month increasing to twenty hours in months that include a social event

Qualifications:

1. FTA membership in good standing
2. Ability to effectively organize and manage a committee
3. Strong written and verbal communication and social skills
4. Desire to promote and develop the growth of tennis

Benefits:

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4. Involvement in planning for the future

Staff Contact: President

Florence Tennis Association Volunteer Position Description

Position Title: Chairperson, Events Committee

Goal of Position: To plan, organize, implement and facilitate the annual Boys High School Tournament, Girls High School Tournament, any Junior and Adult State Championship Tournaments and any other tournaments or tennis related events

Responsibilities:

1. To plan and conduct the Boys High School Tournament
2. To plan and conduct the Girls High School Tournaments
3. To plan and facilitate any Junior and Adult State Championship Tournaments
4. To plan and conduct any other major tournaments
5. To regularly prepare and submit bids for Junior and Adult State Championship Tournaments
6. To regularly review the possibility to add Junior and Adult Tournaments
7. To ensure all tournaments generate maximum benefits in terms of player and community impact and increased participation
8. To maintain sufficient records to ensure continuity of operations

Training Provided: The outgoing Events Committee Chairperson will ensure that the incoming chairperson is familiar with all responsibilities of the position

Timeframe:

1. Length of Commitment. Two years
2. Estimated Hours per Week/Month. Approximately two to five hours per month increasing to twenty hours per month in the two months prior to a major tournament and to ten hours per day during a tournament

Qualifications:

1. FTA membership in good standing
2. Ability to effectively organize and manage a large committee
3. Strong written and verbal communication and social skills
4. Desire to promote and develop the growth of tennis

Benefits:

1. Opportunity to serve the community
2. Chance to pay back what tennis has given
3. Opportunity for leadership within the FTA
4. Involvement in planning for the future

Staff Contact: President

Florence Tennis Association Volunteer Position Description

Position Title: Local League Coordinator

Goal of Position: To chair the Local League Committee and to plan, organize, implement and facilitate all competitive adult tennis leagues

Responsibilities:

1. To organize and manage the Pee Dee Adult Leagues in a manner that is consistent with national, sectional, and state guidelines and FTA guidance
2. To solicit FTA member input regarding adult leagues and incorporate the information into planning
3. To establish new adult leagues to meet local needs when appropriate
4. To retain current players and recruit new players
5. To publicize league activities whenever possible using Tennislink and other internal communications in order to build support for the adult leagues among league players and to coordinate with the Social Media/Communications Committee Chair to publicize league activities to the larger tennis community and the general public
6. To coordinate with USTA South Carolina and other tennis organizations as necessary
7. To serve as a volunteer member of the FTA Board of Directors
8. To oversee, facilitate and appoint three FTA members to the League Grievance Committee and three members to the League Grievance Appeals Committee
9. To maintain sufficient records to ensure continuity of operations

Training Provided: The outgoing Local League Committee Chairperson will ensure that the incoming chairperson is familiar with all responsibilities of the position.

Timeframe:

1. Part-time, self-scheduled to accomplish requirements, with a stipend based on performance.
2. The LLC is recommended by the FTA but is appointed by and serves at the will of the USTASC Local League Committee. The FTA expects the LLC to commit to at least two years of service.
3. Estimated Hours per Week/Month - During certain times of year the LLC can expect to put in between 8 and 24 hours per week making the schedule. Normal weeks would see 1 to 2 hours dealing with league issues and communication.

Stipend:

1. The FTA will pay a stipend of \$2.00 for each player enrolled every adult league.
2. In any given calendar year, the FTA will pay a stipend of \$2.50 for each additional player above the number enrolled the previous year in any adult league. (i.e., if the previous year there were 100 players in the Adult Combo Doubles League and that number increased, the stipend would be \$2.00 each for the first hundred and \$2.50 for every player over 100. The end-of-year figure would become the new baseline for the following year.)
3. Stipends will be paid within 10 days after the receipt of the monthly league fee from the USTASC office with a true-up payment for any bonus or player reduction numbers due to player refunds for cancelled leagues, etc., to come once the league numbers are final as determined after the last date to add players.

Qualifications:

1. FTA membership in good standing. If the LLC does not play league tennis, he/she will be a de facto member of the FTA and serve as a volunteer member of its Board of Directors.
2. Exceptional organizational ability
3. Strong verbal and written communication and social skills
4. Ability to coordinate effectively with area pros and community leaders
5. Desire to promote and develop the growth of tennis

Benefits:

1. Opportunity to serve the community
2. Chance to pay back what tennis has given
3. Opportunity for leadership within the FTA
4. Involvement in planning for the future

Staff Contact: Vice President

Florence Tennis Association Volunteer Position Description

Position Title: JTT (Junior Team Tennis) Coordinator

Goal of Position: To plan, organize, implement and facilitate the Pee Dee JTT League

Responsibilities:

1. To organize and manage the Pee Dee JTT League in a manner that is consistent with national, sectional, and state guidelines and FTA guidance
2. To coordinate post-season play for area teams as necessary
3. To establish new teams and schedule additional seasons to meet local needs when appropriate
4. To retain current players and recruit new players. Recruiting targets should include schools, youth programs, and other tennis programs for youth
5. To coordinate with USTA South Carolina and other tennis organizations as necessary
6. To serve as a as a volunteer member of the FTA Junior Development Committee

Training Provided: The outgoing JTT Coordinator will ensure that the incoming JTT Coordinator is familiar with all responsibilities of the position. The FTA and USTA SC will also assist in training as needed to make sure this position is successful.

Time Commitment:

1. Part-time, self-scheduled to accomplish requirements, with a stipend based on performance
2. Length of Commitment – Two-year term
3. Estimated Hours per week/month – Approximately three hours per month increasing to twelve to fifteen hours per month when the JTT Leagues are beginning and in process.

Stipend:

1. The FTA will pay a stipend of \$2.00 for each player enrolled each JTT season.
2. In any given calendar year, the FTA will pay a stipend of \$2.50 for each additional player above the number enrolled in any JTT season the previous year. (i.e., if the previous year there were 100 players in the Spring JTT Season and that number increased, the stipend would be \$2.00 each for the first hundred and \$2.50 for every player over 100. The end-of-season figure would become the new baseline for the following year.)
3. Stipends will be paid after the completion of local play at the end of each league season.

Qualifications:

1. FTA membership in good standing
2. Exceptional organizational ability
3. Strong verbal and written communication and social skills
4. Ability to coordinate effectively with area pros and community leaders
5. Desire to promote and develop the growth of tennis

Benefits:

1. Opportunity to serve the community
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Staff Contact: Vice President