



USTA-Montana BOARD OF DIRECTORS BOARD MEMBER JOB DESCRIPTION

USTA-MT Mission

The mission of USTA-MT is that of the USTA Intermountain Association (ITA): To promote and develop the growth of tennis.

USTA-MT is the sanctioning body for USTA tournaments. It provides education and support for tournament directors, publishes an annual calendar of Montana USTA sanctioned tournaments along with administering programs and resources designed to grow the game of tennis. However, the two main focal points of USTA-MT are League growth and junior growth with an emphasis on 10 and Under development.

To learn more about USTA-MT, ITA, and USTA, please visit their websites at:

www.montanatennis.org
www.intermountain.usta.com
www.usta.com

Board Description

The USTA-MT Board of Directors supports the USTA-MT by providing mission-based leadership and strategic governance to the USTA-MT and its executive director. USTA-MT is a 501(c)(4) membership organization.

The Board consists of four officers (President, Vice President, Secretary, Treasurer) and multiple directors. Board members' terms are two years, beginning on Jan. 1 and expiring on Dec. 31.

All board members serve as volunteers.

The Board has four 4 quarterly meetings: 1, 2-day in-person meeting and 3 meetings via conference call. The Board also meets every other spring for a 2-day Retreat.

The general responsibilities of the board are to:

1. Determine mission and purpose.
2. Establish organizational policies.

3. Hire and supervise executive director.
4. Annually review executive director's performance.
5. Oversee and approve annual USTA-MT budget.
6. Recruit and orient new board members.

Individual board members are expected to participate in the USTA-MT in the following ways:

1. Attend semi-annual board meetings in person.
2. Attend other scheduled board meetings by conference call, email, or in person.
3. Be familiar with USTA-MT and ITA missions, and USTA-MT programs.
4. Serve on USTA-MT committees.
5. Adhere to USTA, ITA and USTA-MT policies and procedures.
6. Consider serving on ITA committees.

USTA-MT Committees

USTA-MT committees advise the board, and implement board decisions. The board may create or disband committees in response to the organization's needs.

Examples of current committees include:

- Adult Programs
- Junior Programs
- Diversity and Inclusion
- Appeals
- Grievance
- Awards

The board president names committee chairs and, if needed, board liaisons for all committees. The executive director assigns duties to committee members.

Board Member Qualifications

Individuals who love tennis and are willing to devote time and energy to MTA are needed and welcomed.