

## Roles and Responsibilities of the Board of Directors

The respective positions on the Board of Directors have the following roles and responsibilities:

**President** - The President shall be the Chair of the Board of Directors of the GTA and the chief elected officer. He/she shall serve as a non-voting ex-officio member of all committees, standing or otherwise, except for the Nominating Committee and those committees to which he/she is appointed a full member with voting privileges. He/she shall exercise personal leadership in the motivation of other officers, committee chairs, committee members, and membership and influence the establishment of goals and objectives for the GTA during the term of office. He/she shall act as spokesperson and inspirational leader.

**Executive Vice-President** - The Executive Vice-President 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.

**Three (3) Vice-Presidents** - The Vice-President is a member of the Board of Directors and Executive Committee and shall assist the President in the performance of the duties and responsibilities required for successful functioning of the GTA. He/she shall perform duties, as directed by the President, of an assigned division of standing committees, and shall assume such additional duties and responsibilities as may be assigned by the President or the Board of Directors. Any other responsibilities are determined at the annual meeting of the GTA Board of Directors.

**Secretary** - The Secretary is a member of the Board of Directors and Executive Committee and as such serves and assists the President 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 and Executive Committee meetings, as well as other duties as outlined in the Bylaws.

**Treasurer** - The Treasurer is a member of the Board of Directors and Executive Committee and as such assists the President in the performance of his/her duties. He/she serves as a member of the Budget and Finance Committee, and ensures the integrity of the fiscal affairs of the GTA.

**Past Presidents** - Past Presidents may serve as members of the Board of Directors of the GTA. Past Presidents are nominated annually by the Nominating Committee provided that each Past President indicates in writing to the Nominating Committee that he/she desires to serve as an elected member of the Board of Directors. Past Presidents are eligible to hold other elected offices on the GTA Board of Directors.

**Eight (8) District Directors** - A District Director is a member of the Board of Directors and approves policies, procedures, and regulations for the conduct of the GTA, and monitors organizational performance. He/she assumes board leadership responsibilities as requested and represents GTA at community events, with other organizations, and with private individuals. As the Chair of their respective District Tennis Council, he/she reports district area association developments to the President and the Board of Directors and, in return, acts as a GTA ambassador to the tennis organizations within their respective district.

**Director at Large** - The Director at Large position is the state representative for the entire Board of Directors. As a delegate, any issue within the state is to be brought to the attention of the Board of Directors.

### Meeting Requirements

#### Board of Directors

January	Regular Meeting	Atlanta
July	Semi-annual Meeting	Rotating locations
October	Annual Meeting	Atlanta

Other meetings may be scheduled as needed.

#### Officers (Executive Committee)

January	Regular Meeting	Atlanta
July	Semi-annual Meeting	Rotating locations
October	Annual Meeting	Atlanta

Officers may also meet at the discretion of the President of USTA Georgia.