



## **NATIONAL COMMITTEE MEMBER POSITION DESCRIPTION**

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### **Role**

- Be Customer Focused- Review and carry out the Charge of the Committee.
- Recommend new or refine existing programs or initiatives in support of the USTA mission and the Committee Charge through the Committee Chair.
- Mentor new Committee members.
- Serve on assigned subcommittees.
- Perform tasks as assigned by the Committee Chair.

### **Responsibilities**

#### Planning

- Prepare for all committee meetings and review and comment on minutes and reports.
- Participate in the evaluation and recommendation of Committee goals with Committee Chair, Vice Chair, members, the Council Chair, and Committee Staff.

#### Communications/Interactions

- Actively participate in meetings and regularly scheduled conference calls with Committee members.
- Utilize SharePoint Committee site as a means of staying informed, contributing to discussion threads, and sharing and storing documents.
- Convey recommendations or concerns to the Committee Chair.

#### Implementation

- Attend Committee Meetings during the USTA National Annual and Semiannual Meetings.
- Vote on Committee business.
- Work with the Committee Chair to develop and submit items for the Call as requested.
- Participate in evaluations as requested, with the goal of improving the performance of the USTA at all levels.
- Complete the USTA annual committee evaluation survey.
- Attend appropriate meeting electives and other training sessions, including those provided online.
- Apply one's knowledge, training and experience to make recommendations to the Committee.

#### Team Development

- Be a positive influence on fellow committee members and assist the Committee Chair's mentoring efforts with the Committee for member's future development.
- Work with volunteers and staff in the spirit of cooperation and teamwork.

#### General Awareness and Understanding

- Have knowledge of USTA programs, Board directives and policies, the USTA Strategic Directions and the USTA Constitution and Bylaws for success in your committee work.
- Have an awareness of status, issues, developments and trends within the Sections/Districts that should be incorporated into committee work.
- Abide by USTA policies including but not limited to the USTA Code of Conduct and those listed in this document.

**Accountability for assignments and Committee work**

- To USTA President and Board of Directors.
- To the Council Chair.
- Directly to the Committee Chair.

**Leadership Competencies for Committee Members**

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|-------------------------------|--------------------------------|------------------------|
| • Conflict Management         | Integrity & Trust              | Organizational Agility |
| • Creative Problem Solving    | Interpersonal Savvy            | Priority Setting       |
| • Customer Focus              | Listening                      | Results Orientation    |
| • Functional/Technical Skills | Managing Diversity & Inclusion | Self Knowledge         |

**Skills and Experience for Committee Members**

- Tennis volunteer experience.
- Basic understanding of how USTA functions.
- Knowledge and understanding of specific Committee activity.
- Strong hands-on computer skills.