

WWTA Board Position Descriptions

President/Chairman

- General oversight of all WWTA business and activities
- Represents WWTA by developing relationships with town officials, civic leaders, USTA, USTA-NC, and partners
- Fiduciary role: Cross – checks on financial matters
- Conduct Board Meetings and Annual Meeting
- Work with Executive Director to oversee employee and contractor agreements/contracts
- Oversees grant writing

VP Finance

- Manage, maintain and reconcile all bank accounts
- Make deposits, pay bills, manage cash flow
- Prepare monthly financial statements
- File state, federal, and county tax filings as required
- Share fiduciary role (cross check) with Executive Director and President/Chairman
- Maintain NC incorporation requirements, i.e. yearly required forms, etc.
- Maintain necessary insurance coverage; reviewed on an annual basis
- Maintain banking relationships
- Liaison with outside CPA firm, as required
- Negotiate and maintain vendor contracts
- Manage tangible assets

VP Records

- Take and manage Board Meeting minutes
- Maintain archival files
- Email reminder to Board regarding meetings and Annual Meeting
- Manage any electronic Executive Board Votes

VP Youth Development

- Monitor and support PE tennis in area schools
- Conduct 10 & Under and youth tennis activities (not JTT)
- Monitor and encourage youth programming at all facilities – private clubs and Parks & Rec departments
- Support school tennis teams and clubs
- Support programming to increase JTT participation

VP Adult & Senior Development

- Manage and support adult events and programs
- Support programming to increase adult leagues – both USTA and WWTA leagues
- Develop adult beginner tennis programs

VP Tournaments & Events

- Manage USTA sanctioned tournaments (Polar Doubles, Cinco de Mayo, Summer Sizzle and Harvest)
- Manage WWTA (unsanctioned tournaments)
- Manage the WWTA Charity Tennis Classic

VP Communications

- Oversee social media
- Oversee website management
- Oversee external communications
- Oversee Advertising and Marketing