

WWTA Board Position Descriptions

President/Chairman

- General oversight of all WWTA business and activities
- Represent 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
- Oversee grant writing
- Vote in Executive Board matters

VP Finance

- Oversee management, maintenance and reconciliation of all bank accounts
- Review state, federal, and county tax filings as required
- Share fiduciary role (cross check) with Executive Director and President/Chairman
- Consult with outside CPA firm, as required
- Provide advice and expertise on financial matters
- Vote in Executive Board matters

VP Records

- Take and manage Board Meeting minutes
- Maintain file archives
- Email reminder to Board regarding meetings and Annual Meeting
- Manage any electronic Executive Board Votes
- Vote in Executive Board matters

VP at Large (4 positions)

- Advise and support staff
- Vote in Executive Board matters
- Attend board meetings
- Act as liaison to WWTA committees
- Volunteer at 3 beginner events per year
- Volunteer at 2 shifts at WWTA tournaments per year
- Volunteer at other events as available