

Position: Board of Directors Member
Reports to: Chairperson of the Board
Last Updated: September 15, 2020

Job Requisites and Summary

- Active member of the board, with a designated focus (ex. Programs, volunteers, grants, fund raising...)
 - Works directly with the Chairperson of the board and the Executive Director to execute the vision of the organization
 - Focuses on both the current priorities as well future strategies to continue to develop and evolve Special Pops Tennis
 - Committed to serving on the board for a minimum of two years
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The following represents the specific role(s) that we are currently filling on the board (may be filled by more than person):

COMMUNICATIONS/SOCIAL MEDIA

1. Establishes a rolling 12-month communications calendar that targets audiences with a focus on timely, concise, clear, and simple message supporting the mission and strategic plan of SPT
2. Prepare content and photos for promotion of SPT mission and programs
3. Oversight of outside contractors providing services to SPT communication efforts

VOLUNTEER TRAINING

1. Works directly with SPT staff and Programs leader to identify resource requirements as it pertains to volunteers for SPT program
2. Establish guidelines and job descriptions for volunteer positions
3. Be aware of SPT events that will require volunteer recruitment and proactively communicate the information needed regarding skills, quantity, time schedules, and experience levels of volunteers to be recruited.
4. Establish training programs and orientation programs for new volunteers and current volunteers that may wish to advance into other volunteer roles
5. Track and report volunteer participation at all SPT events
6. Provide volunteer requirements (skills, schedules, deadlines, knowledge, etc.) to assigned Communications/Social Media/Website that may assist with efforts to recruit
7. Inform Executive Director of difficult situations or performance issues with a volunteer.
8. Assist in selecting person responsible for the performance of background checks in accordance to SPT Policies and Procedures
9. Recommend training requirements to Programs appointee
10. Recommend recognition of volunteers

PROGRAMS

1. Participate in identifying training sites to host SPT academy sessions
2. Provide input into site leadership performance metrics and site review profile

3. Oversight of training programs (athlete and volunteers)
 4. Participate in identifying coach and head of delegation for travel tournaments
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The following represent the keys roles/duties of all board members:

- **Duty of Care**
 - Exercise reasonable care when making decisions
 - Reasonable and good faith effort to be aware of SPT mission, plans, and policies. Being sure they serve the needs of SPT, promote good will, and SPT mission
 - Fully participate in board meetings and decisions.
 - Read, evaluate, and ensure the accuracy and completeness of all reports, including minutes of board meetings.
 - Work to ensure SPT has sufficient resources, including people, funding, and other assets to carry out its mission
- **Duty of Loyalty**
 - Display undivided allegiance when making decisions affecting SPT and must never use information obtained as a director for personal gain.
 - Always thinking about, and focusing on, priorities of SPT, and not placing own priorities or those of another organization above the priorities of SPT.
 - Sharing ideas, opinions, and advice to benefit SPT
 - Advocate for SPT in a favorable and accurate light
- **Duty of Obedience**
 - Use and manage SPT donated funds to fulfill its stated mission
 - Faithful to SPT mission and must not act (or permit SPT to act) in a way that is inconsistent with the central goals of SPT.
 - Ensure resources are managed effectively to benefit SPT programs and services.
 - Attend a minimum of 75% of all board meetings, annually.
 - Attend and participate in a training academy, at least once/year
- **Conflict of Interest**
 - Fiduciary duty to conduct themselves in a way that does not conflict with the interest of SPT.
 - Avoid situations that might create the appearance of a conflict of interest
 - Fully disclose to the Board all actual and potential conflicts of interest.
 - Recuse one's self from participation in discussion or voting on a matter with actual or potential conflict of interest.
- **Other Responsibilities**
 - Become familiar with SPT policies and Bylaws, which set the foundation for procedural operations and governance of SPT.
 - Ensure management accountability, including financial oversight.
 - Contribute to the SPT culture, strategic focus, effectiveness, and financial sustainability, as well as serving as ambassadors and advocates for SPT.
 - Review all agenda and supporting materials prior to board meetings.
 - Make a personal financial contribution to SPT annually.

- Serve as liaison for site coordinator at the assigned site(s)
 - Facilitate introductions to persons and/or businesses that may be prospective candidates as donors, supporters, or sponsors
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Skills, Knowledge, and Abilities Needed to Perform the Job:

- Through knowledge of the SPT's mission, vision, and values
- Ability to lead a focus area within the responsibilities of the board
- Ability to build a team of volunteers, beyond other board members, to execute priorities
- Strong interpersonal and communication skills (oral and written)

Core Competencies

- Familiarity with SPT adaptive tennis program
- Basic knowledge of the intellectual disability population served by SPT
- Strategic thinker
- Can do the tactical if/when needed
- Effective communicator