



BOARD POSITION DESCRIPTIONS

President

- Must be on the board or have served on the board to be eligible
- Direct goals of the board
- Provide orientation and guidance to new board members
- Liaison with USTA for CTA status and plans
- Maintains organizational standards with the USTA, Secretary of State, Insurance
- Co-Signer for financial accounts

Secretary

- Notifying all Board members about upcoming board meetings
- Coordinates agenda for all board meetings
- Records minutes for each board meeting
- Assist/volunteer on various projects/events/initiatives as needed

Treasurer

- Coordinate monthly financials with CPA
- Collect, receive and deposit money and make monthly disbursements
- Oversee and pay organization expenses
- Volunteer as needed at NETT events

VP of Tennis Leagues

- Oversee tennis league play
- Coordinates the league management website with VP Technology
- Oversee the scheduling of all tennis league play
- Communicate league offerings with membership
- Schedule and coordinated annual league calendar
- Ensure captains are up to date with league rules and requirements
- Track tennis league participation statistics
- Coordinate end of season prize selection and distribution

VP of Pickleball Leagues

- Oversee pickleball league play
- Coordinates the league management website with VP Technology
- Oversee the scheduling of all pickleball league play
- Communicate league offerings with membership
- Schedule and coordinated annual league calendar
- Ensure captains are up to date with league rules and requirements
- Track pickleball league participation statistics

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- Coordinate end of season prize selection and distribution

VP of Events

- Plan and organize all aspects of the NETT annual Holiday Luncheon
- Recruit and organize committees to assist in planning and setting up the event including: raffle prizes, decorations, donations & wrapping
- Plan and organize volunteer appreciation event

VP of Tournaments

- Organize 3 preseason tournaments in the spring and fall (Women' Doubles, Men's Doubles, and Flower Mound Women's Doubles)
- Recruit, coordinate & train volunteers
- Create online registration forms through Tenniscores
- Oversee tournament desks and ticket sales
- Order and distribute giveaways, prizes and balls
- Coordinate food and/or refreshments, secure facilities for which to play

VP of Rules

- Chairs the Tennis and Pickleball Rules Committee
- Responsible for keeping the NETT rules and by-laws up to date
- Present Slate of Officers to the NETT Board of Directors
- Responsible for understanding the parliamentary procedures used for NETT Board meetings

VP of Communication

- Create newsletters and communication for distribution to membership
- Maintain a consistent flow of posts to NETT Social Media
- Maintain the master database of NETT members

VP of Technology

- Maintain NETTLeague.com and Tenniscores websites
- Manages forms and documents maintained on NETT websites
- Act as Administrator to MS 365 / Teams for NETT organization
- Assists players with password and website issues

VP of Juniors

- Support and advance programming for junior tennis
- Organize afterschool programming for programs such as ACES IN ACTION and GATEHOUSE, by coordinating tennis instruction volunteers
- Coordinate and advertise the Junior Scholarship Program at local tennis centers using counter cards and banners
- Evaluate and award Junior Scholarships with guidance from the NETT president and Treasurer
- Provide support to local USTA Junior Team Tennis (JTT) Coordinators with programming and end of season celebrations
- Coordinate the annual *Pumpkin Smash* tournament held in October each year
- Perform other duties as assigned and approved by the Executive Board of Directors

VP of Outreach

- Acts as a advocate for tennis and pickleball throughout the NETT communities
- Encourages individuals & groups that are not involved with NETT to embrace options to play, volunteer and support NETT programming
- Oversees facility grants and special use grants, represents NETT in civic organizations
- Interface with area facilities and teaching professionals