

## **NEW ENGLAND TENNIS & EDUCATION FOUNDATION**

### **Board of Directors Expectations, Roles and Responsibilities**

The New England Tennis & Education Foundation (NETEF) is the 501(c)3 philanthropic arm of the USTA New England section. Our mission is to create life-changing opportunities through tennis, education, and wellness, with a focus on, but not limited to, youth. The NETEF Board comprises leaders who share a passion for and dedication to our mission.

To help NETEF to be successful and to be a valued Board member, I will keep the following as my expectations:

I am responsible for the stability and development of the Foundation.

I am responsible for ensuring strong fiduciary oversight and financial management, and to review, approve and monitor the annual budget.

I am responsible to assume an active role in fundraising, including identifying, cultivating and soliciting donors. Along with other Board members and staff, I accept the responsibility of meeting annual goals. I agree to give annually what for me is a meaningful financial donation.

I will represent the Foundation in a positive, ethical, and supportive manner and consistently act in the best interest of the Foundation at all times and in all places. I will adhere to and sign an annual conflict of interest and update it during the year.

I agree to keep confidential any sensitive information shared at Board or committee meetings, or in conversations with staff or other Board members.

I understand that Board service will require a commitment of my personal time, talent and energy. My attendance at board meetings, board trainings, and committee meetings is crucial and I will commit to be present 80% of the time. I will be prepared to discuss the business and issues on the agenda, having read all background materials sent in advance.

I will work as an ambassador to enhance the Foundation's public standing and to garner support from within the tennis community and beyond.

I understand that administrative issues are the responsibility of the management, except to monitor the results and ensure that procedures are consistent with policy.

Name \_\_\_\_\_ Date \_\_\_\_\_