



POSITION DESCRIPTION

Position Title: Committee Volunteer
Reports to: Designated USTA PNW Staff Member
Term: 2 years (January 1, 2025-December 31, 2026)
Time Requirements: Varies by Committee

Are you passionate about tennis? Do you want to contribute to a well-established, forward-thinking, entrepreneurial organization?

The Pacific Northwest Section of the United States Tennis Association (USTA PNW), a 501(c)(3) nonprofit, is seeking dedicated individuals to join our volunteer committees for a two-year term starting January 1, 2025.

Responsibilities:

- **Active Participation:** Attend and engage in all scheduled meetings
- **Alignment with Goals:** Ensure all work aligns with the committee's charges and the global organizational strategic plan.
- **Preparation:** Attend meetings well-prepared by reviewing the agenda and any supporting materials in advance.
- **Decision-Making:** Participate in voting when required, ensuring decisions are well-informed.
- **Operational Involvement:** Contribute to the execution of operations when needed.
- **Task Management:** Take ownership of tasks related to committee projects and adhere to agreed timelines.
- **Section Awareness:** Maintain general awareness of relevant status and trends within the section
- **Global Perspective:** Approach all work with a global section-wide viewpoint.
- **Sub-Committee Involvement:** Serve on sub-committees when requested.

Qualifications:

- **Organizational Skills:** Demonstrated strong organizational abilities.
- **Communication Skills:** Excellent communication skills, both verbal and written.
- **Teamwork:** Ability to collaborate effectively with others.
- **Passion:** A genuine passion for the game of tennis

Evaluation Criteria:

- **Attendance:** Regular participation in meetings.
- **Availability:** Responsiveness and availability to fulfill committee duties.
- **Strategic Alignment:** Ability to effectively work within the committee charges and the organizational strategic plan.