



USTA Intermountain
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VOLUNTEER JOB DESCRIPTION

POSITION: Committee Member

TERM: Begins January 2027

REPORTS TO: Committee Chair

TIME REQUIRED: (times are approximate)	Quarterly	Annually
Preparation and Planning	1 hrs	4 hrs
Committee Conference Call	1 hrs	4 hrs
Meeting/conversing with Staff	1 hrs	4 hrs
Contact with other Members	2 hrs	8 hrs
Other – as the Chair requests	2 hrs	8 hrs
Total	7 hrs	28 hrs

RESPONSIBILITIES:

- Attend and participate in called meetings.
- Work within the committee's charges and organizational strategic plan.
- Come to the meetings prepared; read the agenda and support materials.
- Vote when called upon.
- Participate in discussions when called upon.
- Take on tasks related to committee projects and complete them within the time frame agreed on by the committee.
- Have a general awareness of status and trends within the Section.
- Assume a Section-wide perspective.
- Serve on sub-committees, if asked.

VOTING AUTHORITY: Yes.

EVALUATION:

- Committee Chair will review the Committee Members:
 - Attendance at meetings
 - Availability to the Committee Chair
 - Ability to work within the committee charges and strategic plan

Sign here that you have read and agree to the above responsibilities.

Signature: _____

Print here: _____