

Roles, Responsibilities & Authorities

2025-2026 | VERSION 11.14.24

Overview

Responsible Officers, Committee Chairs and Committee members advise, assist, work and collaborate with USTA Texas staff, the USTA network and overall tennis industry to meet objectives.

Requirements for all: Safe Play Approval, USTA Membership, Conflict of Interest Disclosure Form and Code of Conduct Adherence

Definitions & Roles

BOARD OF DIRECTORS

At Large Directors selected by Nominating Committee and approved by the Membership; Presidential Appointees appointed by the President and approved by the Board

Purpose: Supervises the management and operation of the organization

Minimum Expectations: Attend the USTA Texas Annual and USTA Texas Semiannual Meeting and any special meetings of the Board of Directors

RESPONSIBLE OFFICER

Assigned. Management Committee representative serving as liaison between Management and Committee.

Purpose: Serves as liaison between assigned committee(s) and Management Committee

Reports to: Board of Directors

Minimum Expectations: Attend the USTA Texas Annual and USTA Texas Semiannual Meeting/Summit; participate in scheduled Management Meetings as well as any as needed committee meetings for which they are a Responsible Officer

COMMITTEE CHAIR

Appointed. Responsible for leading and managing committee members; engaging members in projects that fulfill mission; ensuring engagement, productivity and results; set up virtual meetings as needed

Purpose: Manage committee members and tasks

Reports to: Responsible Officer

Minimum Expectations: Attend the USTA Texas Annual and USTA Texas Semiannual Meeting/Summit; as needed meetings with committee members

COMMITTEE MEMBERS

Appointed. Project based groups of volunteers who contribute to the mission of the Committee and USTA Texas. Responsible for accomplishments of predetermined projects and tasks throughout the term as assigned.

Purpose: Contribute to task based projects for which individuals apply and agree to dedicate themselves to local/remote work that accomplishes goals of assigned projects and timely execution of goals

Reports to: Committee Chair

Minimum Expectations: Attend committee meetings as necessary; participation and attendance at USTA Texas Annual and Summit/Semiannual Meetings

STAFF LIAISONS

Employed individuals who carry out the daily operations of USTA Texas to fulfill its mission.

Purpose: Work collaboratively with Committee Chair, Committee Members and all volunteers, and provide technical expertise, knowledge and feedback to the committee.

Reports to: Manager

Minimum Expectations: Attend committee meetings as necessary; participation and attendance at USTA Texas Annual and Summit/Semiannual Meetings

[For a complete list of Roles and Responsibilities click here.](#)