

2021 SATA General Board Duties and Responsibilities

Board Member Overview and Responsibilities

Our mission is to promote community tennis for people of all ages whether new to tennis, new to the Sacramento area, or those already part of the SATA family. SATA tennis is competitive, fun, social, and low cost. It's a great way to meet people, develop your tennis skills, and be part of a team. We are a non-profit organization offering tennis through three main branches: Adult Leagues, Junior Grand Prix Tournaments, and Community Outreach.

SATA is a non-profit organization which is authorized under IRS Code 501(c) (3).

SATA Board consists of nine (9) voting Board Members that serve a 3-year term (if possible). Five (5) members at large and four (4) Executive Committee Officer positions.

SATA hires a CPA, which handles all the organizations bookkeeping, payroll, taxes, and filings. The Treasurer works directly with the CPA to manage the organizations books and financial responsibilities.

SATA has four (4) part time paid staff that the board oversees and provides direction. There is one (1) League Chairperson and three (3) League Coordinators.

General Expectations

Be familiar with the organizations mission, goals, vision, strategy, services, and programs.

Be familiar with SATA's By-laws.

Represent SATA in the community and keep up to date on trends that might affect the organization.

Assure compliance with By-laws and SATA's Tennis Rules.

Put personal and professional interest aside for the good of the organization. Serve the organization rather than any special interest groups.

Always be mindful of possible candidates to volunteer for the organization. Looking for individuals in the tennis community that can make significant contributions.

Board Meetings

Attend mandatory meetings that are held every other month beginning in January, and some special session meetings called when needed to discuss pop up concerns or programs. Meetings are generally held in the late afternoon or evening in person or via Zoom call. Meetings typically last 1.5 hours.

Maintain confidentiality of the board meeting topics, conversations and votes until the board decides to make any items public.

Be on time and engaged at all meetings and undertake given assignments willingly and with responsibility.

Fiduciary Responsibilities

Understand the budgeting process and what our funding sources are to maintain financial responsibility within the organization.

Be an active participant when developing the budget and keep in mind what is best for the organization.

Support and participate in fundraising campaigns that will fund our special events and philanthropic efforts that support SATA's mission.

Executive Committee Offices

President- Shall preside at meetings of the Board and shall exercise and perform other such powers and duties as the Board may assign from time to time. Typically, the President will prepare the meeting agendas and communicate via email with all Board Member and League staff to ensure operations, budget and programs are carried out.

Vice President- If the President is absent or disabled, the Vice President carries out those duties. Typically, the Vice President oversees all contractual obligations and the By-Laws of SATA.

Secretary- Takes meeting minutes at all Board meetings and distributes in a timely manner to the Board via email.

Treasurer- Oversees and maintains adequate and correct books for SATA. Treasurer is the main liaison with our CPA and has a check and balance system to ensure all financial responsibilities of the organization are fulfilled. Treasurer is responsible for sharing all financial reports at the mandatory Board Meetings and communicating via phone or email with any issue that requires timely attention to complete financial transactions.