

SAN ANTONIO TENNIS ASSOCIATION, INC.

Board of Directors Commitment Letter

I, _____, understand that as a member of the Board of Directors of the San Antonio Tennis Association, INC. (SATA), I have a legal, fiduciary and ethical responsibility to ensure that SATA does the best work possible in pursuit of its mission and goals. I also understand that I have a duty of care to: always work in the best interests of the organization; be faithful to its central goals; follow its governing documents; and, avoid any conflicts of interest. In this spirit, I sign this commitment letter to validate my belief in the purpose and mission of SATA, and my commitment to act responsibly and prudently as its fiduciary and steward. This letter is valid for my full term of service as a board member.

As part of my responsibilities as a board member:

1. I will represent the organization in a positive and supportive manner, interpreting and publicizing SATA's mission and work to the wider San Antonio community.
2. I will represent our membership's needs and interests to the organization, and, on their behalf, hold the organization accountable.
3. I will read and familiarize myself with SATA's bylaws. As appropriate, I will meet or discuss with prior member of my chair position, to learn what the position entails, and recent activities that transpired or need continued monitoring.
4. I will stay informed about what is going in the organization, ask questions and request information as needed to fill any knowledge gaps that I have. I will also strive to keep informed about trends, issues, and current developments that may affect SATA.
5. I will fully prepare for and attend at least 75% of board and assigned committee meetings. I will take responsibility for making decisions on issues, policies, future planning and other board matters. In doing so, I will voice my opinions and concerns and open-mindedly consider other's opinions and concerns. I will also excuse myself from any discussions and votes where I have an actual or apparent conflict of interest.
6. I will actively participate in one or more fundraising activities on an annual basis by: identifying potential donors and partners to support SATA's mission; supporting entry fees to SATA events; and, donating or procuring items for SATA auctions and programs. In addition, I should make an annual personal financial contribution, in cash or in kind, at a level that is meaningful to me.
7. I will work collaboratively with staff and other board members as partners in the achievement of our shared goals.
8. I will strictly maintain the confidentiality of all privileged or sensitive information provided to me to safeguard the organization's reputation and integrity, as well as the privacy rights of individuals and donors connected with the organization and the board. I accept this principle as one that should survive my period of board service.

- 9. If I do not fulfill these commitments to the organization, I will expect the Board President to discuss my responsibilities with me.

In turn, I expect SATA to be responsible to me in the following ways:

- 1. SATA will provide a current copy of the SATA bylaws along with regular financial reports, analyses and updates on significant organizational and personnel activities that allow me to be fully knowledgeable and informed about SATA’s work. SATA will also make available to me archived documentation including and not limited to annual reports, business contracts, fundraising proposals, financial audits, and contact databases necessary to fulfill my fiduciary responsibility to SATA.
- 2. Opportunities will be offered to me to discuss with the Executive Director and the Board President SATA’s planning, programs, goals, activities, and status. Additionally, I can request at any time such opportunities as needed.
- 3. The Executive Director will help me perform my duties as a Board Member by keeping me informed about changes in policy and practice by our umbrella organizations, the United States Tennis Association (USTA) National and Texas Section, as well as relevant public policy in the local San Antonio area.
- 4. SATA employees and my fellow Board members will respond in a straightforward and timely fashion to questions I may have related to carrying out my fiduciary, legal, and ethical responsibilities to the organization.
- 5. If SATA does not fulfill its commitments to me, I can call on the Board President to discuss and address any gaps in these responsibilities.
- 6. SATA will provide continuous directors and officers insurance coverage for its board members.

I certify by my signature that I will do my best to meet or exceed my commitments as a board member of the San Antonio Tennis Association, Inc.

Signed:

Member, Board of Directors

Date: _____

, President, Board of Directors

Date: _____

Procedural Notes:

- 1. The text of “Board of Directors Commitment Letter” was approved by a unanimous quorum of SATA’s Board on December 9, 2020.
- 2. The Board President shall sign two copies of this agreement, and ask new board members to sign them, return one copy to the Board President, and keep the other for reference.