On the RISE Tennis Governance Document

1. Introduction

This Governance Document formally establishes the structural framework, operational guidelines, and governing responsibilities of On the RISE Tennis (the "Organization"). It delineates the authority and duties of the Board of Directors and affirms the Organization's commitment to transparency, accountability, and sound governance in the execution of its mission.

2. Mission Statement

On the RISE Tennis began with a simple but powerful mission: to provide meaningful support for young tennis players who want to train and compete at an advanced level. By providing essential resources for training, travel, and development, we help athletes grow and thrive on the court, in the classroom, and beyond.

The Organization is committed to shaping well-rounded individuals by:

- Encouraging high-quality training and competitive opportunities to enhance tennis skills
- Promoting the pursuit of strong academic achievement
- Developing leadership skills and building confidence both on and off the court
- Fostering a spirit of service and encouraging athletes to positively impact their communities
- Cultivating the TEAM RISE culture, where athletes support one another and grow together

On the RISE Tennis believes that building strong character and leadership qualities is more important than success on the court.

3. Governance Structure

3.1 Board of Directors

The Board of Directors serves as the Organization's primary governing body, providing oversight of its strategic direction, financial sustainability, and alignment with the mission.

Board Composition:

- Comprised of at least five (5) members
- Includes individuals with a broad range of expertise such as legal, financial, fundraising, and nonprofit leadership
- Convenes quarterly, with additional meetings scheduled as needed to address organizational priorities

The Board of Directors serves as the primary governing body of On the RISE Tennis, providing oversight to ensure the Organization operates in alignment with its mission, values, and legal obligations.

Board Responsibilities:

- Ensure compliance with the Organization's mission, values, bylaws, and applicable laws and regulations.
- Approve strategic plans, set long-term goals, and guide programs, events, and community initiatives.
- Oversee financial management, including budgets, reports, controls, and fundraising activities.
- Evaluate the effectiveness of programs and services to ensure alignment with organizational goals.
- Identify and mitigate risks, ensuring adequate legal protections and insurance coverage.
- Serve as ambassadors, cultivating donors, sponsors, and community partnerships.
- Recruit, support, and develop staff, volunteers, and board members.

3.2 Specific Duties of Board Officers

Executive Director

The Executive Director acts as the chief executive officer of the Organization and is responsible for executing the strategic direction set by the Board.

Responsibilities:

- Establish and communicate the Organization's vision and serve as its spokesperson.
- Prepare agendas and materials for board meetings.
- Lead the Organization's annual performance evaluation.
- Assist in recruiting and onboard qualified board members.

Treasurer

The Treasurer oversees the financial health of the Organization and ensures accurate reporting to the Board.

Responsibilities:

- Manage the Organization's budget and provide timely access to financial reports for Board members.
- Lead the annual audit and respond to audit-related inquiries.
- Partner with the Executive Director to maintain accurate, up-to-date financial records.
- Utilize board management and financial software to support reporting and compliance.

Secretary

The Secretary maintains official records and ensures proper governance documentation.

Responsibilities:

- Schedule Board meetings, record attendance, and maintain accurate minutes.
- Maintain official Board records and ensure secure storage of documents and contracts.
- Track Board member terms and support compliance with legal and regulatory requirements.

On the RISE Tennis Board Members comprise a diverse skill set, including non-profit, fundraising, financial and tennis expertise.

4. Ethical Guidelines and Conflict of Interest

All members of the Board, staff, and volunteers are expected to uphold the highest ethical standards to ensure that On the RISE Tennis operates with integrity, transparency, and in the best interest of its mission.

Guidelines:

- Board members must disclose any actual or potential conflicts of interest related to the Organization's activities or decisions.
- Any disclosed conflicts of interest will be reviewed and appropriately managed by the Board to avoid undue influence or compromise of the Organization's mission.
- All decisions and actions by the Board members must be made in good faith, with fairness, and in the best interest of the Organization.

5. Financial Management

- Maintain accurate and transparent financial records in compliance with all applicable laws and regulations.
- The board regularly reviews financial statements to ensure responsible fiscal oversight.
- Conduct all fundraising ethically, with transparency, donor acknowledgment, and respect for privacy.
- Independently audit financial statements annually.
- Approve the annual budget and ensure resources are allocated effectively to advance the Organization's mission.

6. Communication and Transparency

6.1 Public Relations

The Organization shall ensure clear, accurate, and transparent communication with all stakeholders, including donors, community members, and the public. All reporting shall faithfully reflect the Organization’s activities, achievements, and financial status.

6.2 Annual Report

An annual report shall be prepared, highlighting the Organization’s financial position, programmatic accomplishments, and strategic objectives. This report should be made available to all stakeholders.

7. Amendments

This Governance Document may be amended by a majority vote of the Board of Directors. Amendments shall be made as needed to address changes in the Organization’s operations, legal requirements, or regulatory obligations.