

## **Chapter Leader Position Description: Past President**

### **Position Summary:**

The past president serves in an advisory role to the president, president elect, and chapter as a whole, and provides guidance and expertise as a knowledgeable member of the board. He/She advises on past practices and operations in accordance with the chapter bylaws. Upon request, he/she assists officers in performing their duties.

### **Time Commitment:**

**Term:** One year, following term as president

#### **Estimated Time Requirements per month:**

- Attending board meetings: 2 hours
- Attending monthly chapter meetings: 5 hours
- Communicating with administrative office about routine issues: 2-4 hours

### **Responsibilities:**

#### **Chapter Leadership**

- Serves as acting president if both the president and president elect are unavailable
- Supports the president and president elect in achieving chapter goals
- Advises chapter officers on relevant issues

#### **Planning/Strategy**

- Participates in the development and implementation of short-term and long-term strategic planning for the chapter
- Participates in succession planning, including recruiting new board members

#### **Board Role**

- Attends all monthly membership and board of directors meetings

### **Qualifications:**

- Member of ATD and chapter
- Ability to build, motivate, and lead a team of volunteers
- Ability to plan, organize, and evaluate chapter activities
- Effective verbal communication, diplomacy, personal interaction, and problem-solving
- Ability to lead committees, delegate tasks, and monitor progress