

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

### **Position Summary:**

The president elect assists the chapter president in performance of chapter management duties, automatically succeeding to president. He/She participates in the recruitment of board members to lead the chapter in the succeeding year.

### **Time Commitment:**

**Term:** Three years (one as president-elect, one as president, one as past president)

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

- Attending board meetings: 2 hours plus travel time
- Assisting president, learning chapter operations, developing board for coming year: 10-15 hours
- Attending monthly chapter meetings: 3 hours plus travel time
- Communicating with administrative office and other board members about routine issues: 2-4 hours

### **Responsibilities:**

#### **Chapter Affiliation Requirements (CARE)**

- Supports president in completing the yearly CARE reporting requirement and functions

#### **Supports President**

- Assumes duties of president when he/she is absent from board meetings or chapter meetings
- Assists the president with chapter organization and management, clarifying board/committee responsibilities and encouraging the best use of chapter resources
- Supports the president in overseeing sound financial status of chapter by monitoring monthly budget reports
- Works with the president to establish productive relationships with ATD affiliates and chapter member companies

#### **Succession Planning**

- Leads succession planning to include recruiting new board members, managing the chapter's succession process, and chairing the nominating committee
- Succeeds to president upon expiration of president's term or upon resignation, incapacity, or death of president; assume duties of president when president is absent from board meetings or chapter meetings/functions

**Membership**

- Monitors/reports results of needs assessments and satisfaction surveys and conveys member suggestions to board and membership. Uses results to support strategic planning and goal-setting for succeeding year
- Leads the chapter's vision, mission, and direction planning process at annual transition meeting, and is prepared to communicate and gain chapter member commitment

**Board Role**

- Attends and participates in monthly board meetings, chapter meetings, ATD International Conference & Exposition, and ATD Chapter Leaders Conference (ALC)
- Participates in other chapter events, committee meetings and conferences as available
- Represents chapter professionally and ethically in all business functions/organizational activities
- Participates in the development and implementation of short-term and long-term strategic planning for the chapter

**Qualifications:**

- Member of ATD and chapter
- Effective verbal communication, leadership, diplomacy, personal interaction, problem-solving and meeting management
- Ability to lead a committee, delegate tasks, and monitor progress
- Ability to build, motivate, and lead a team of volunteers
- Ability to plan, organize, and evaluate chapter activities
- Demonstrated experience in budget design and accountability desired
- Demonstrated ability to manage projects
- Time available to fully participate in chapter and board meetings, and represent the chapter regionally and nationally