



## **Position Description: President Elect Position**

**Summary:** The president elect assists the chapter president in performance of chapter management duties, automatically succeeding to president. The president elect participates in the recruitment of board members to lead the chapter in the succeeding year.

### **Time Commitment:**

**Term:** Six Years:

- 2 Years - President elect;
- 2 Years - President
- 2 Years - Immediate past president.

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

- Attending board meetings: 1 hour plus travel time
- Assisting president, learning chapter operations, developing board for coming year: 1 hour
- Attending monthly chapter meetings: 2 hours plus travel time
- Communicating with board members about routine issues: 1 hour

### **Responsibilities:**

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

- Oversees the yearly CARE reporting requirement and functions as the main point of contact for ATD on all CARE-related communications.

#### **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

#### **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 Chapter Recognition

- Leads the chapter awards committee in identifying candidates for local and national recognition, assuring proper award nomination documentation is submitted.

#### **Succession Planning/Recruiting/Training**

- Assists the president in succession planning to include recruiting new board members, managing the chapter's succession process, and serving on 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
- Constantly updates personal knowledge of ATD strategies and operations

#### **Board Participation**

- Attends and participates in all monthly board meetings and chapter programs.
- Participates in other chapter events, committee meetings and conferences as available
- Assists with CARE requirements, Employee Learning Week and other National initiatives.
- Represents chapter professionally and ethically
- Reports related topics to board

#### **Qualifications:**

- Member in good standing with National ATD and ATDMVC
- Ability to plan, organize and execute activities as required by the position
- Ability to manage and complete projects within established timeframes
- Ability to delegate tasks and monitor follow-through
- Ability to build, motivate, and lead a team of volunteers
- Time available to fully participate in chapter programs and board meetings
- Effective verbal communication, leadership, diplomacy, personal interaction, problem-solving and meeting management
- Ability to lead a committee, delegate tasks, and monitor progress
- Possess an ability to pay close attention to detail
- Demonstrated experience in typing, word processing, record keeping, and administrative processes
- Demonstrated experience in budget design and accountability desired