



Chapter Leader Position Description: President

Position Summary:

The chapter president has executive responsibility to provide the vision, structure, culture and environment to enable ATDMVC to meet the mission and goals created as a team. The President provides leadership consistent with ATD policy, strategies, and objectives, is responsible for effectively operating the chapter so that the needs of the members are met, and performs other duties as required by the chapter's bylaws.

Time Commitment:

Term: Four Years:

2 Years - President

2 Years - Immediate past president.

Estimated Time Requirements Per Month:

- Attending board meetings: 1 hour plus travel time
- Attending monthly chapter meetings: 2 hours plus travel time
- Communicating with board members about routine issues: 1 hour

Responsibilities:

Operations:

- Validates vision, mission and goal setting
- Participates in the development and implementation of short-term and long-term strategic planning for the chapter
- Conducts the business of the chapter in accordance with the chapter bylaws and serves as chairperson of the chapter's board of directors
- Oversees all CARE requirements and ensure adherence to the requirements
- Provides encouragement, support, resources, feedback to individual board members, especially the President-Elect
- Establishes and maintains effective processes and communications to enable the board to serve members effectively
- Leads monthly board and chapter meetings; participates in other chapter events/committee meetings as available
- Leads board and chapter members in affiliating, collaborating and using regional and national resources, including chapter member companies
- Ensures that all government and ATD forms are filed correctly and on time
- Works with the vice president of finance to ensure that the chapter operates within its budget and with fiscal responsibility

- Provides any relevant functional information for posting to the chapter website as needed
- Resolves conflicts among chapter/board members
- Chairs all meetings of chapter officers and members
- Ad hoc member of all committees

National ATD Connection

- Acts as liaison between the chapter and national ATD to ensure that chapter policies, procedures and activities support the society's mission and vision
- Ensures that chapter strategies are aligned with ATD's strategies
- Maintains communication with the chapter coach
- Communicates ATD goals, policies, and programs to chapter members

Succession Planning/Recruiting/Training

- Lead effective transition to a new board annually
- Ensures that all board members have received training regarding their respective positions
- Ensures that successors for all positions are identified and properly trained in advance of assuming the position
- Mentors successor in his/her development for the role of next chapter president
- 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
- Sets agenda for and runs chapter board meetings
- Tracks status of board of director action items. Reviews progress of goals, strategies and projects at board meetings, and makes recommendations for improvements

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, and represent the chapter regionally and nationally
- 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