

As of 7/22/2019

Position Title: President Elect

POSITION SUMMARY

The President-Elect assists the Chapter President in the performance of chapter management duties and automatically succeeds to president. Participates in the recruitment of new board members to lead the chapter in the succeeding year. Leads the board election process and manages the completion of CARE (Chapter Affiliation Requirements).

TIME COMMITMENT

TERM: 3 years

Year 1 – As President-Elect

Year 2 – As President

Year 3 – As Past President

ESTIMATED TIME REQUIREMENTS PER MONTH

- Assisting president in leading chapter operations & developing board for coming year: 2-4 hours
- Attending board meetings: 2 hours
- Attending monthly chapter and SIG meetings as well as workshops: 3-4 hours
- Communicating with the ATD national administrative office and/or other board members about questions and/or issues: 2-4 hours

Yearly:

- Attend 2 Board Retreats each year; January and July: 1 day and ½ day respectively
- Optional attendance at the [ATD National Chapter Leaders Conference](#) : 2 days

VALUE/BENEFITS

PERSONAL AND PROFESSIONAL

- Networking with other Talent Development professionals locally and internationally
- Discounted [ATD National Professional Plus Membership](#)
- Continuous learning
- Leadership role in a professional organization
- Volunteering

- Invitation, Free Registration and stipend for hotel & travel to [ATD National Chapter Leaders Conference](#)
- Preferred seating at the [ATD International Conference](#) & Invitation to “Chapter Leadership Day” held during the International Conference

RESPONSIBILITIES

SUPPORT PRESIDENT

- Assumes duty of President when he/she is absent from board/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 President to establish productive relationships with ATD affiliates/partners and/or chapter corporate sponsors

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 of the President

MEMBERSHIP

- Collaborates with VP's of Membership to conduct and communicate (to the board and members) results member needs assessments and/or satisfaction surveys. Uses results to support strategic planning and goal-setting for succeeding year.
- Leads the chapter's vision, mission a direction planning at annual transition meeting, and is prepared to communicate and gain chapter commitment.

CHAPTER RECOGNITION

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

BOARD ROLE

- Creates and manages the plan to successfully complete the yearly CARE (Chapter Affiliation Requirements) activities/tasks and reporting requirements. Along with the chapter admin, is the key point of contact for ATD National on all CARE-related communications.

- Leads the election of new board members; i.e. chairs the election / nomination committee
- Attends and participates in monthly board meetings, chapter meetings, ATD International Chapter Leader Webinars, ATD International Conference and ATD Chapter Leaders Conference (ALC).
- Participates in other chapter events, committee meetings and workshops 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

- Effective verbal communication, leadership, diplomacy, personal interaction, problem-solving and meeting management.
- Ability to lead 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.
- Demonstrate ability to manage projects.
- Time available to fully participate in chapter and board meetings and represent the chapter regionally and nationally.
- Member of ATD International and ATD-RTA member in good standing.

ATD RESOURCES

[ATD RTA Board Google Site](#)

[Chapter Relations Manager \(CRM\)](#)

[National Advisors for Chapters \(NAC\)](#)

[Chapter Affiliation Requirements \(CARE\)](#)

[Sharing Our Success \(SOS\)](#)

[Chapter Leader Community \(CLC\)](#)

[Leadership Connection Newsletter \(LCN\)](#)

[Toolkits](#)

[Chapter Leader Webcasts](#)

OTHER Resources:

[Leading a Team of Volunteers](#) – Book “Engaging the Head, Heart and Hands of a Volunteer”