

As of 7/22/2019

Position Title: President

POSITION SUMMARY

The President has executive responsibility to provide the vision, structure, culture and environment to enable the Chapter to meet the mission and goals created as a team.

TIME COMMITMENT

TERM: 3 years

Year 1 – As President-Elect

Year 2 – As President

Year 3 – As Past President

ESTIMATED TIME REQUIREMENTS PER MONTH

- Leading chapter operations, developing board for coming year: 2-4 hours
- Preparing for an attending board meeting: 2 -3 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: 3-4 hours

Yearly:

- Attend 2 Board Retreats each year; January and July: 1 day and ½ day respectively
- Attend 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

OPERATIONS

- Oversee all ATD Chapter Affiliation Requirements (CARE) and ensure adherence to the requirements.
- Assure all board and business operations functions understand member needs and deliver superior service and assure ATD Chapter Affiliation Requirements (CARE) are met.
- Provide encouragement, support, resources, feedback to individual Board members; especially President-Elect.
- Validate vision and mission and goal setting.
- Establish and maintain effective processes and communication to enable the board to serve members effectively.
- Review the progress of goals, strategies, and projects at monthly Board meetings.
- Lead an effective transition to a new board annually.
- Lead monthly Board and chapter meetings; participate in other chapter events/committee meetings as available.
- Lead board and chapter members in affiliating, collaborating and using regional and national resources, including Chapter member companies.
- Represent chapter professionally and ethically in all business functions/organizational activities.
- Works with VP Programs co-host the December Awards program.
- Attend all monthly chapter meetings and the Annual Leadership Conference (ALC).
- Write monthly articles for the newsletter in collaboration with the VP of Communications.

BOARD ROLE

- Facilitates, updates and manages the completion of the Boards Strategic Plan located in the PLANNING section of the [ATD RTA Board Google Site](#)
- Facilitates, updates and manages the completion of the Boards Risk Assessment Plan located in the PLANNING section of the [ATD RTA Board Google Site](#)
- 3 days before creates for monthly board meeting [currently 2nd Tuesday of every month] and posts agenda in the PLANNING section of the [ATD RTA Board Google Site](#)
- Within 3 days after the monthly board meeting ensure the minutes and action items are available to all board members in the PLANNING section of [ATD RTA Board Google Site](#)

- Plans and facilitates 2 Board Retreats each year; January 1 day and July ½ day. Sample agendas are located in the PLANNING section of the [ATD RTA Board Google Site](#)
- Facilitates, with other board members, the creation of the Chapter's Annual Report, located in the PLANNING section of the [ATD RTA Board Google Site](#), and present the report to all members at the December Member Appreciation meeting
- Facilitates, with other board members, the creation of an "About the Chapter" presentation and present it at the January Open House; located in the PLANNING section of the [ATD RTA Board Google Site](#)
- Attends and leads monthly board meetings and chapter meetings
- Participates in other chapter events, committee meetings, workshops ATD International Conference & Exposition, and ATD Chapter Leaders Conference (ALC), as available

QUALIFICATIONS

- Very strong and effective verbal communication, leadership, diplomacy, personal interaction, problem-solving and meeting management.
- Strong ability to lead a committee, delegate tasks, and monitor progress.
- Strong 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.
- 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"

