Board of Directors Role

**Chapter Leader Position Description: President Elect**

Term: 3 Years

Reports To: President

Voting Position: Yes

Supervisory Duties: No

Committee Members: No

Board Appointed: Yes

**Position Summary**

To provide leadership and direction to the chapter in support of and by assisting the Chapter President.

To prepare for the role of President by participating in board meetings, becoming familiar with the operating structure of the chapter, its primary officer roles and responsibilities, and its mission.

**Responsibilities:**

**Operations**:

* 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 by reviewing the financial reports monthly
* Works with the president to establish productive relations with ATD affiliates and chapter member companies
* Attends and participates in regular Board meetings, chapter meeting and, when possible regional and national ATD events
* Participates in the chapter’s strategic planning and visioning process

**Succession Planning**

* Leads succession planning to include recruiting new board members, managing the chapter’s success process and chairing the nomination committee
* Succeeds to President upon expiration of President’s term or upon resignation, incapacity or death of president; assumes duties of President when President is absent from board meetings, chapter meetings or functions

**Board Participation**

* Reports activities to the board on a regular basis
* Attends and participates in all monthly board meetings and chapter programs
* 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
* Participates in the ATD International Conference and Exposition and ATD Chapter Leaders Conference (ALC) as available

**Role Succession Plan:**

Term of three (3) years: 1st as President-Elect, 2nd as President, 3rd as Immediate Past President.

Work with qualified member(s) to provide direction and necessary information to perform the position successfully

**Qualifications:**

* Participation on the chapter board for one year or previous Board experience
* National member of ATD and a member in good standing with the local 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 ability to manage projects
* Understanding of budget and accountability
* Ability to work with Chapter Administrator
* Time available to fully participate in chapter and board meetings, and represent the chapter regionally and nationally