

**Chapter Leader Position Description: 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:**

**Anticipated Term**: Three Years

Year 1- President Elect

Year 2- President

Year 3- Immediate Past President

**Estimated Time Requirements per month:**

* Attending board meetings: 2 hours plus travel time for in-person meetings
* Attending monthly chapter meetings: 2 hours plus travel time
* Communicating with Chapter Relations Manager and National Advisor of Chapters (NAC) and board members about routine issues, including committee work: 2-4 hours
* Assisting the President Elect , operating the chapter, working with members of the board: 8+ hours

**Responsibilities:**

* Oversee all CARE requirements and ensure adherence to the requirements.
* Manage production of the annual report with input from the four VPs and their respective committees

**Operations:**

* Provide encouragement, support, resources, feedback to individual Board members, especially President-Elect.
* Validate vision and mission and goal setting.
* Oversee establishment and maintenance of effective processes and communication to enable the board to serve members effectively.
* Assure all board and business operations function effectively, to understand member needs and deliver superior service and assure ATD Chapter Operation Requirements are met.
* Review the progress of goals, strategies, and projects at monthly Board meetings.
* Lead effective transition to a new board annually.
* Lead monthly Board and chapter meetings; participate in other chapter events/committee meetings as available.
* Works to establish productive relationships with Chapter Relations Manager and NAC
* Write monthly articles for the newsletter

**Training**

* Train and mentor incoming President
* Update personal knowledge of ATD strategies and operations

**Board Participation**

* Attends monthly board of directors meetings
* Participates in other chapter events, committee meetings, and regional conferences as available
* Represents the 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 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 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
* National member of ATD and member in good standing of local chapter
* Willingness to advocate for the chapter and represent chapter professionally and ethically in all business functions/organizational activities

**Benefits:**

* Paid membership for national ATD
* Paid membership for Greater Richmond ATD Chapter
* Paid attendance for Greater Richmond chapter events
* ALC conference and hotel registrations (when appropriate)