

**Chapter Leader Position Description: President Elect**

**Position Summary:**

The president elect assists the chapter president in performance of chapter management duties, automatically succeeding to president. He/She participates in the recruitment of board members to lead the chapter in the succeeding year.

**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: 1.5 hours plus travel time for in-person meetings
* Assisting president, learning chapter operations, developing board for coming year: 10+ hours
* Attending monthly chapter meetings: 2 hours plus travel time
* Communicating with Chapter Relations Manager and National Advisors for Chapters (NAC) and other board members about routine issues: 1-2 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

**Chapter Affiliation Requirements (CARE)**

* Assists President with the yearly CARE reporting requirement and functions as the main point of contact for ATD on all CARE-related communications

**Supports President**

* 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 and VP of Operations in overseeing sound financial status of chapter by monitoring monthly budget reports
* Works with the president to establish productive relationships with Chapter Relations Manager and NAC
* Succeeds to president upon expiration of president's term or upon resignation, incapacity, or death of president; assume duties of president when president is absent from board meetings or chapter meetings/functions

**Membership**

* Uses results of needs assessments and satisfaction surveys to support strategic planning and goal-setting for succeeding year.
* Leads the chapter's vision, mission, and direction planning process at annual transition meeting, and is prepared to communicate and gain chapter member commitment

**Training**

* Recruit and train incoming President-Elect
* Update personal knowledge of ATD strategies and operations

**Board Role**

* Participates in monthly board meetings
* Attends chapter meetings, ATD International Conference & Exposition, and ATD Chapter Leaders Conference (ALC), as available
* 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

**Qualifications:**

* Member of ATD and 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
* Time available to fully participate in chapter and board meetings, and represent the chapter regionally and nationally
* Time to attend board meetings and other chapter functions as required by this position

**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)