

**Chapter Leader Position Description: Past President**

**Position Summary:**

The past president serves in an advisory role to the president, president elect, and chapter as a whole, and provides guidance and expertise as a knowledgeable member of the board. He/She advises on past practices and operations in accordance with the chapter bylaws. Coaches President, President Elect and VPs as needed (may lead sub-committees based upon interest) and serves as the CARE project sponsor.

Upon request, he/she assists officers in performing their duties.

**Time Commitment:**

**Term**: One Year

**Estimated Time Requirements per month:**

* Attending monthly chapter meetings: 2 hours plus travel time
* Meeting Time with Current President: 1-2 hours
* Attend monthly board meeting: 1.5 hours plus travel time for in-person meetings
* Additional Duties as assigned: 1-2 hours

**Responsibilities:**

**Chapter Leadership**

* Serves as acting president if both the president and president elect are unavailable
* Supports the president and president elect in achieving chapter goals
* Advises chapter officers on relevant issues

**Planning/Strategy**

* Participates in the development and implementation of short-term and long-term strategic planning for the chapter
* Participates in succession planning, including recruiting new board members

**Chapter Excellence Awards**

* Prepares (or assists in preparing) submissions for Chapter Excellence Award nominations, if applicable

**Chapter Affiliation Requirements (CARE)**

* Oversees VP of Governance and President elect on CARE initiative and reporting
* Supports VP of Professional Development (on an as needed basis)

**Training**

* Train and mentor incoming board members, as requested
* Update personal knowledge of ATD strategies and operations

**Board Participation**

* Attends monthly board of director’s meetings
* Represents the chapter professionally and ethically in all business functions/organizational activities
* Participates in other chapter events, committee meetings, and regional conferences as available
* Attends chapter meetings, ATD International Conference & Exposition, and ATD Chapter Leaders Conference (ALC), as available

**Qualifications:**

* Member of ATD and chapter (required)
* Previously held President position at chapter level (required)
* Ability to build, motivate, and lead a team of volunteers
* Ability to plan, organize, and evaluate chapter activities
* Effective verbal communication, diplomacy, personal interaction, and problem-solving
* Ability to lead committees, delegate tasks, and monitor progress
* Willingness to advocate for the chapter and represent chapter professionally and ethically in all business functions/organizational activities
* Time to attend board meetings and other chapter functions as required by this position

**Benefits:**

* Paid membership for Greater Richmond ATD Chapter
* Paid attendance for Greater Richmond chapter events
* Paid Professional-Plus Level Membership to ATD National (when appropriate)
* ALC conference and hotel registrations (when appropriate)