**Position Description: Past President**

**Term**: One Year

**Monthly Time Commitment:** 5-7 hours

**Board Member Benefits – Total $700 value**

* Paid ATD national membership at the Professional Plus level
* Paid Greater Richmond ATD membership
* Paid registration to ALC (ATD Chapter Leaders Conference)
* Fantastic resume builder
* In-depth exposure and networking opportunities

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

**Qualifications:**

* Member of ATD and chapter
* Previously held President position at chapter level
* 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

**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
* Supports vacant board position(s) and to assist in recruitment of board positions

**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 submissions for Chapter Excellence Award nominations, if applicable

**Board Role**

* Attends monthly board of directors meetings and working sessions (min. 80% attendance)
* Represents the chapter professionally and ethically in all business functions/organizational activities
* Participates in other chapter events, committee meetings, and regional conferences as available

**Last Updated: November 2023**