



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:

Term: Three Years:

Year 1 – President elect

Year 2 – President

Year 3 – Immediate past president

Estimated Time Requirements per month:

- Attend board meetings: 2 hours plus travel time.
- Assist president, learning chapter operations, developing board for coming year: 10-15 hours.
- Attend monthly chapter meetings: 3 hours plus travel time.
- Communicate with administrative office and other board members about routine issues: 2-4 hours.

Responsibilities:

Chapter Affiliation Requirements (CARE)

- Oversees 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 in overseeing sound financial status of chapter by monitoring monthly budget reports.
- Works with the president to establish productive relationships with ATD affiliates and chapter member companies.

Succession Planning

- Leads succession planning to include recruiting new board members, managing the chapter's succession process, and chairing the nominating committee.
- 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

- Monitors/reports results of needs assessments and satisfaction surveys and conveys member suggestions to board and membership. Uses results 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.

Chapter Recognition

- Leads the chapter awards committee in identifying candidates for local and national recognition, assuring proper award nomination documentation is submitted.

Board Role

- Attends and participates in monthly board meetings, chapter meetings, ATD International Conference & Exposition, and ATD Chapter Leaders Conference (ALC)
- 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

Training:

- Trains incoming President Elect to role and functions.
- Trains volunteers to support Board of Directors and functions.

Qualifications:

- Member in good standing of ATD National and ATD Smoky Mountain 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 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.

ATD Resources:

[Chapter Relations Manager \(CRM\)](#)

[National Advisors for Chapters \(NAC\)](#)

[Chapter Affiliation Requirements \(CARE\)](#)

[Sharing Our Success \(SOS\)](#)

[Chapter Leader Community \(CLC\)](#)

[Leadership Connection Newsletter \(LCN\)](#)

[Toolkits](#)

[Chapter Leader Webcasts](#)