



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:

Term: One year (May be renewed annually by vote of Board of Directors)

Estimated Time Requirements per month:

- Attending board meetings: 2 hours plus travel time
- Attending membership committee meetings: 1-2 hours plus travel time
- Attending monthly chapter meetings: 3 hours plus travel time
- Communicating with administrative office about routine issues: 2-4 hours

Responsibilities:

Operations

- Oversee all CARE requirements and ensure adherence to the requirements.
- Provide encouragement, support, resources, feedback to individual Board members; especially President-Elect.
- Validate vision and mission and goal setting.
- Establish and maintain 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 Affiliation Requirements (CARE) 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.
- Lead board and chapter members in affiliating, collaborating and using regional and national resources, including Chapter member companies.
- Represent chapter professionally and ethically in all business functions/organizational activities.
- Works with VP Volunteers to co-host the December Awards program.
- Attend all monthly chapter meetings and the Annual Leadership Conference (ALC).
- Write monthly articles for the newsletter or website.

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

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

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](#)