

**Chapter Leader Position Description: President Elect**

**Position Summary:**

Provides support for the Conference and CARE as well as working with VPs to ensure their onboarding is comprehensive for each team member role and provides second phase (chapter-facing) onboarding for all Directors. Meets with each Director quarterly to ensure everything is running smoothly and to keep a pulse on each team member. Leads Succession Planning Committee and may lead other sub-committees based upon interest.

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, engaging VPs, and Directors, and 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 hour

**Responsibilities:**

Oversee all CARE requirements and ensure adherence to the requirements.

Manage production of the annual report with input from the EVPs and their respective functional teams.

Lead the Succession Planning Committee

**Chapter Affiliation Requirements (CARE)**

* Assists Past President (and VP of Governance) with the yearly CARE reporting requirement and functions as the main point of contact for ATD on all CARE-related communications
* Supports VP of Professional Development (on an as needed basis)

**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

**Succession Planning**

* Leads the Succession Planning Committee
* 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**

* Provide Phase 2 of Director-level Onboarding (all directors)
* Meet with each Director on a quarterly basis to keep a pulse on board members
* 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 (required)
* 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 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)