

## **President---Three Year Term**

### **Year One: President-Elect**

**Position Summary:** The President-Elect, an elected and voting member of the Board, assumes the duties of the President in the President's absence or when the President is no longer able to serve as Chapter President. This Chair oversees various administrative tasks of the Chapter.

#### **Position Responsibilities:**

- Attends all Chapter Board meetings and chairs the meetings in the President's absence.
- Attends as many programs and program development activities as possible.
- Completes the annual Chapter CARE, a report giving an update and status of Chapter requirements and activities for the past year to the National ATD Member Services team.
- Familiarizes himself/herself with the activities of the Chapter and ATD Chapter Services so as to better fulfill the duties of President the following year.
- Maintains Chapter records in Operational Manual.

#### **Position Qualifications:**

- ATD Power Membership.
- Strong management and leadership skills.
- Willingness to devote 3 years to the Chapter in a leadership capacity.
- Experience with the various components of the Chapter in a recent Board or Committee position is preferred.

#### **Time Required:**

- Approximately 6-7 hours per month, including Board meetings
- Requested to attend ATD Chapter Leaders Conference (ATD ALC) in the fall.

### **Year Two: President**

Perform all duties of President as outlined in the bylaws. 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.

- Oversee all CARE requirements and ensure adherence to the requirements.
- Establish and maintain effective processes and communication to enable the board to serve members effectively.
- Assure board and business operations function effectively to understand member needs and deliver superior service.
- Review the progress of goals, strategies and projects at monthly Board meetings.
- Lead monthly Board and chapter meetings; participate in other chapter events as available.
- Represent the chapter professionally and ethically in all business functions and organizational activities.

- Stays in contact with the ATD Chapter Services by linking with the National Advisory Committee (NAC) Member and Chapter Relations Manager (CRM).
- Attend and participates in monthly board meetings, chapter meetings and events, committee meetings (as applicable) and ATD Chapter Leaders Conference (ALC).

#### **Position Qualifications**

- ATD Power Membership.
- Strong management and leadership skills.
- Effective communication skills speaking in public.
- Familiar with ATD policies and procedures.

#### **Time Required**

- Approximately 6-7 hours per month, including Board meetings.
- Requested to attend ATD Chapter Leaders Conference.

#### **Year Three: Past President**

**Position Summary:** The Past President assists the President in providing leadership and direction to the Chapter, focusing resources on the issues that fulfill the Chapter's mission and annual plan. The Past President ensures ongoing attention is paid to the Chapter's budget and strategic plan, ensuring that relevant goals are established, budgeted, acted upon and reviewed.

#### **Position Qualifications:**

- ATD Power Membership.
- Strong management and leadership skills.
- Effective communication skills speaking in public.
- Familiar with ATD policies and procedures.

#### **Time Required:**

- Approximately 3-4 hours per month, including Board meetings