

## **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 – President Emeritus

### **Estimated Time Requirements per month:**

- Attending board meetings: 2 hours plus travel time
- Assisting president, learning chapter operations, developing board for coming year: 10-15 hours
- Attending monthly chapter meetings: 3 hours plus travel time
- Performing other duties: 2 to 4 hours

### **Responsibilities:**

- Oversees the yearly Chapter Affiliation Requirements (CARE) reporting requirement and functions as the main point of contact for national ATD on all CARE-related communications
- Assumes duties of president when he/she is absent from board meetings or chapter meetings
- Presides in place of the president when he/she has a conflict of interest
- Acts in place of the president if he/she is unable or unwilling to perform the duties. The president-elect will inform the Board of Directors (BOD) of the circumstances of this action before he/she decides to do so.
- 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

- Signs checks on the Chapter's account, if needed
- Works with the president to establish productive relationships with ATD affiliates and strategic partners
- Participates in the development and implementation of short-term and long-term strategic planning for the chapter
- Serves as the chair of the Financial Review Committee, calling members of the committee, and making sure that a report is prepared and submitted to the BOD by April 1 of each year.
- Leads succession planning and board member recruitment
  - Appoints, with the approval of the BOD, members of a nominating committee by no later than August 31. This means that the president-elect should know who he/she wants to be on the nominating committee before the regular August board meeting.
  - Serves as chair of the Nominating Committee.
  - Presents a slate of candidates at the regular September board meeting for approval by the BOD.
  - Presents the slate of candidates at the regular September chapter meeting and ensures that the slate is listed on the chapter's website.
  - Once elected, informs national chapter of the new elected BOD members contact information utilizing the roster format provided on the national website. This should typically be done no later than December 31.
- 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
- 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
- Leads the chapter awards committee in identifying candidates for local and national recognition, assuring proper award nomination documentation is submitted.
- Represents chapter professionally and ethically in all business functions/organizational activities
- Maintains active membership in ATD National and the Local Chapter
- Attends BOD meetings, Chapter meetings, and Strategic Planning Meetings
- Supports membership and attendance goals as determined by the BOD
- Complies with the Chapter's By-Laws and understands his/her responsibilities under the By-Laws
- Assists other BOD members with tasks as needed including the tasks of vacant Board positions
- Trains and mentors the incoming President-Elect