

ATD Nashville Position Description: President

Position Summary: The President has executive responsibility to be a model leader while developing volunteers and board members into engaged members of the organization.

Time Commitment:

Term: 1 year

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:

- Schedule, create agenda for, and preside over monthly board meetings and chapter meetings
- Monitor and coach the performance and board members by providing encouragement, support, resources, and feedback to board members
- Emails
- Authorize all expenditures in excess of the approved budgets
- Maintain all regional and association related affairs required to maintain ATD affiliate status including CARE and NAC requirements
- Write monthly articles for newsletter
- Validate mission and vision of the association while assuring all board and business operations are functioning effectively, ethically, and professionally
- Establish and maintain effective processes and communication in order complete goals and projects of the board members
- Develop volunteers to be more actively engaged board members
- Create and maintain a digital trail to demonstrate maturation and successes of the chapter

Qualifications:

- Effective verbal communication, written 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
- Demonstrate experience in budget design and accountability desired
- Demonstrate ability to manage projects
- Time available to fully participate in chapter and board meetings, and represent the chapter regionally and nationally
- Member of ATD and chapter