

ATD Nashville Position Description: President Elect

Position Summary:

The President Elect assists the Chapter President in performance of chapter management duties, while also participating 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 – Immediate past president

Estimated Time Requirements per month:

- Attending board meetings: 2 hours plus travel time
- Assisting president, learning chapter operations, developing board for coming year: 2-3 hours per month
- Attending monthly chapter meetings (voluntary): 3 hours plus travel time
- Communicating with administrative office and other board members about routine issues: 2-4 hours

Responsibilities:

- Oversee the yearly CARE (Chapter Affiliation Requirements) reporting requirement and functions as the main point of contact for ATD on all CARE-related communications
- Assume the duties of president when he/she is absent from board meetings or chapter meetings
- Assist the president with chapter organization and management, clarifying board/committee responsibilities and encouraging the best use of chapter resources
- Work with executive financial teams monthly in overseeing financial status of chapter by monitoring monthly budget reports
- Work with the president to establish productive relationships with ATD affiliates and chapter member companies
- Lead succession planning to include recruiting new board members, managing the chapter's succession process, and chairing the nominating committee
- Become familiar with organizational practices, finances, and digital archives, as well as the budgetary model
- Monitor/report results of needs assessments and satisfaction surveys and convey member suggestions to the board and membership (use results to support strategic planning and goal-setting for succeeding year)
- Lead the chapter's vision, mission, and direction planning process at annual transition meeting, and prepare to communicate and gain chapter member commitment
- Encourage leader and board member engagement, including direct and virtual engagement
- Lead the chapter awards committee in identifying candidates for local and national recognition, assuring proper award nomination documentation is submitted.
- Attend and participate in monthly board meetings, chapter meetings, ATD International Conference & Exposition, and chapter sponsored ATD Chapter Leaders Conference (ALC)
- Participate in other chapter events, committee meetings and conferences as available
- Represent the chapter professionally and ethically in all business functions/organizational activities
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter

Qualifications:

- Member of ATD and chapter
- 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