Board of Directors Role

**Chapter Leader Position Description: Past President**

Term: One year

Reports To: President

Voting Position: Yes

Supervisory Duties: No

Committee Members: Yes

Board Appointed: Yes

**Position Summary:**

To provide leadership and direction to the chapter in support of and by assisting the Chapter President.

**Responsibilities:**

Assist the president with ongoing daily management of the chapter, to include clarifying Board and committee responsibilities and encouraging the best use of chapter talent.

**Chapter Affiliation Requirements ( CARE)**

* + Works with the Chapter Administrator on the yearly CARE reporting requirement and may function as the main point of contact for ATD on all CARE related communications.
	+ Assures the timely completion and submission of the CARE report

**Chapter Leadership**

* Advise CMATD Directors on various issues and topics.
* Draw on past experiences, successes and learnings to help guide the actions of the Chapter President.
* Support the President and President-Elect toward accomplishing their respective chapter goals.
* Serves as acting president if both the president and president elect are unavailable

**Planning/Strategy**

* Participates in the development and implementation of short-term and long-term strategic planning for the chapter
* Participates in succession planning, including recruiting new board members
* Assists in recruitment and training of possible successors for any open positions

**Succession Planning**

**Term is one year in the role of Past President. This is the 3rd and final year of a term**

* Leads succession planning to include recruiting new board members, managing the chapter’s success process and chairing the nomination committee

**Board Role**

* Attends all monthly board meetings as appropriate.
* Attends chapter meetings and events as available
* Attends the ATD International Conference and Exposition and ATD Chapter Leadership Conference (ALC) as a representative of the chapter as available
* Move immediately into this role following two service year(s) as President/President Elect

**Qualifications:**

* National member of ATD and a member in good standing with the local chapter
* Ability to build, motivate, and lead a team of volunteers
* Ability to plan, organize, and evaluate chapter activities
* Effective verbal communication, diplomacy, personal interaction, and problem-solving
* Ability to lead committees, delegate tasks, and monitor progress
* Served in role of President for at least one term