Board of Directors Role

**Chapter Leader Position Description: President**

**Position Summary:**

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.

Term: One Year

Reports To:

Voting Position: Yes

Supervisory Duties: Yes

Committee Member: Yes

Board Appointed: Yes

**Time Commitment:**

**Term:** One year

**Estimated Time Requirements per month:**

* Attending board meetings: 3 hours plus travel time
* Attending monthly chapter meetings: 3 hours plus travel time
* Play a key role in planning the NEATD Conference
* Communicating with administrative office about routine issues: 2-4 hours

**Responsibilities:**

**Operations:**

* Provide encouragement, support, resources, feedback to individual Board members especially President-Elect.
* Validate vision and mission and goal setting.
* Establish and maintain effective processes and communication to enable the board to serve members effectively.
* Assure all board and business operations function effectively, to understand member needs and deliver superior service and assure ATD Chapter Operation Requirements (CARE) are met.
* Review the progress of goals, strategies, and projects at monthly Board meetings.
* Lead effective transition to a new board annually.
* Lead monthly Board and chapter meetings; participate in other chapter events/committee meetings as available.
* Lead board and chapter members in affiliating, collaborating and using regional and national resources, including Chapter member companies.
* Represent chapter professionally and ethically in all business functions/organizational activities.
* Attend monthly chapter meetings and the Annual Leadership Conference (ALC) as available.

**Board Role**

* Attends and participates in monthly board meetings, chapter meetings, ATD International Conference & Exposition, and ATD Chapter Leaders Conference (ALC) as available
* Participates in other chapter events, committee meetings and conferences as available
* Represents chapter professionally and ethically in all business functions/organizational activities
* Participates in the development and implementation of short-term and long-term strategic planning for the chapter
* Train/coach incoming President-Elect.

**Role Succession**

Work with qualified member(s) to provide direction and necessary information to perform the position successfully

**Qualifications:**

* 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
* National member of ATD and member in good standing of local chapter