

President-Elect

Job Description

General Overview To assist the President in the performance of chapter management duties, automatically succeeding to President. To recruit Board members to lead the chapter in the succeeding year.

Responsibilities The board position of **President-Elect** is directly responsible for:

- Serve on the Executive Committee with President and Vice President of Operations.
- Succeed 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.
- Assist the President with chapter organization and management, clarifying Board/committee responsibilities and encouraging the best use of chapter talent.
- Support the President in overseeing the sound financial status of the chapter by approving the annual chapter budget prior to the November board meeting and monitoring the monthly budget reports and yearly audit report.
- Conduct succession planning to include recruiting new Board members and chairing the nominating committee.
- With input from Executive Committee and Board, develop the chapter's vision and goals for the coming year.
- Design agenda items for Board transition meetings to develop the leadership abilities/team skills of new Board members and to clarify Board roles and responsibilities.
- Attend and participate in monthly Board meetings and the National Leadership Conference. Attend committee meetings and participate in chapter events as available.
- Recruit and train incoming President-Elect.
- Represent chapter professionally and ethically in all business functions/organizational activities.

Qualifications The **President-Elect** will be able to demonstrate the following:

- Prior to assuming President-Elect position, has a minimum of one year's experience on the ATD Central Iowa Chapter's Board of Directors.
 - Ability to plan, organize, and evaluate chapter activities.
 - Ability to build, motivate, and lead a team of volunteers.
 - Demonstrated experience in budget design and accountability desired.
 - Demonstrated skills in effective verbal communication, diplomacy, personal interaction, and problem-solving.
 - Demonstrated ability to complete projects within established timeframes.
 - Demonstrated ability to lead a committee, delegate tasks, and monitor follow-through.
 - National member of ATD and a member in good standing of the ATD Central Iowa Chapter.
 - Time available to organize and attend Board meetings and other functions as required by the position.
 - Directly involved in the Training and Development field with broad knowledge of local resources; minimum 5 years' experience desired.
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**Calendar of
Common
Events**

The **President-Elect** will be responsible for the following events:

- October prior to start of term:
 - Attend the National Leadership Conference
- January
 - Connect with each V.P. and arrange to sit in on one of their committee meetings prior to June
- May
 - Lead discussion with Board on possible topics for presentation at National Leadership Conference and assign proposals. Monitor submission process.
- July
 - Establish and chair nominating committee to create a slate for upcoming year
 - Plan for August retreat
 - Plan for National Leadership Conference and submit registration.
- August
 - Submit slate for approval
 - Hold planning retreat
 - Work with current president to hold new board member orientation
- October
 - Attend National Leadership Conference
 - Coordinate strategic planning efforts by the board
- November
 - Have the following year's budget submitted and approved by board members

Time Commitment: 10-15 hours a month