

# President-Elect

## Position Summary

The President-Elect acts for the President in the President's absence. The President-Elect serves as the chair of the Annual Conference, the Nominating Committee and facilitates planning in preparation for term as President. The President-Elect performs other duties as requested by the President.

## Terms

Three Years:

- Year 1 – President-elect
- Year 2 – President
- Year 3 – Immediate past president.

This position will follow for two more terms, one-year term President, one year term Past President. Board members shall be elected to serve terms of one year, but no more than three consecutive terms. Board members may stand for re-election to the same board position, but no more than three consecutive terms. Terms may be extended to address a business need and approved by the Board of Directors

## Estimated Time Requirement (annual)

Activity	Hours
Communications (Board and Chapter)	3-4
Assisting the President, learning chapter operations	10-15
Chairs the Awards Committee	4-5
Sits on the Nominating Committee, to prepare for succeeding Board	4-5
Sits on the Executive Committee	4-5
Facilitates the annual CARE reporting requirement and functions	3-4
Author Blog/Newsletter	1-2
Attend 6 Board Meetings (every other month) [2.0 * 6]	1-2
Attend 6 Member Events (every other month) [3.0 * 6]	1-3
Annual Estimate of Hours	~115

## Functional Responsibilities

### Chapter Affiliation Requirements (CARE)

- Oversees the yearly CARE reporting requirement and functions as the main point of contact for ATD on all CARE-related communications

### Supports President

- Assumes duties of president when he/she is absent from board meetings or chapter meetings
- Assists the president with chapter organization and management, clarifying board/committee responsibilities and encouraging the best use of chapter resources

- Supports the president in overseeing sound financial status of chapter by monitoring monthly budget reports
- Works with the president to establish productive relationships with ATD affiliates and chapter member companies

**Succession Planning**

- Leads succession planning to include recruiting new board members, managing the chapter's succession process, and chairing the nominating committee
- Succeeds 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

**Membership**

- Monitors/reports results of needs assessments and satisfaction surveys and conveys member suggestions to board and membership. Uses results to support strategic planning and goal-setting for succeeding year
- Leads the chapter's vision, mission, and direction planning process at annual transition meeting, and is prepared to communicate and gain chapter member commitment

**Chapter Recognition**

- Leads the chapter awards committee in identifying candidates for local and national recognition, assuring proper award nomination documentation is submitted.

**Board Role**

- Attends and participates in monthly board meetings, chapter meetings, ATD International Conference & Exposition, and ATD Chapter Leaders Conference (ALC)
- 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

**Board Duties (as per Bylaws)**

- Establishing and implementing policies and procedures for the operation of the chapter to Ensure National Chapter Operating Requirements (CORE) compliance;
- Approving the strategic plan, the annual plan, and the budget;
- Approving categories of membership;
- Authorizing committees of the Chapter; and
- Performing other functions as appropriate for the Board of Directors

**Qualifications/Skills**

- Board members are required to maintain membership in ATD (National).
- Board members are required to maintain membership in ATD (NM Chapter).
- Commitment to the chapter mission, vision, strategy, and goals
- Commitment to full participation in board meetings and chapter events

- Commitment to serve as an advocate for NM ATD Chapter
- Strong written and verbal communication skills
- Strong delegation and follow-through skills
- Leadership, diplomacy, problem-solving and facilitation skills
- Ability to lead a committee, delegate tasks, and monitor progress
- 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
- Ability to evaluate chapter activities and outcomes
- Representing the chapter regionally and nationally as appropriate

### **Resources**

[Chapter Relations Manager \(CRM\)](#)

[National Advisors for Chapters \(NAC\)](#)

[Chapter Affiliation Requirements \(CARE\)](#)

[Sharing Our Success \(SOS\)](#)

[Chapter Leader Community \(CLC\)](#)

[Leadership Connection Newsletter \(LCN\)](#)

[Toolkits](#)

[Chapter Leader Webcasts](#)