Chapter Leader Position Description: President Elect

Position Summary:
The president elect assists the chapter president in performance of chapter management duties, automatically succeeding to president. He/She participates in the recruitment of board members to lead the chapter in the succeeding year. He/She assures that chapter operations are in compliance with ASTD’s Chapter Operating Requirements (CORE).

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: 10-15 hours
- Attending monthly chapter meetings: 3 hours plus travel time
- Communicating with administrative office and other board members about routine issues: 2-4 hours

Responsibilities:

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 ASTD affiliates and chapter member companies

Compliance
- Ensures compliance with CORE
- Ensures chapter is in compliance with state and federal reporting requirements

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, ASTD International Conference & Exposition, and ASTD 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

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 ASTD and member in good standing of local chapter

ASTD Resources:
Chapter Coach
National Advisors for Chapters (NAC)
Chapter Operating Requirements (CORE)
Sharing Our Success (SOS)

Chapter Leader Community (CLC)
Leadership Connection Newsletter (LCN)
Toolkits
ASTD Leadership Institute (ALI)