

2015 KC-ASTD Board

Position: Past-President

Position Summary:

The past president serves in an advisory role to the president, president elect, and chapter as a whole, and provides guidance and expertise as a knowledgeable member of the board. He/She advises on past practices and operations in accordance with the chapter bylaws. Upon request, he/she assists officers in performing their duties.

Time Commitment:

Term: One year, following term as president

Estimated Time Requirements per month:

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

Responsibilities:

Chapter Leadership

- Serves as acting president if both the president and president elect are unavailable
- Supports the president and president elect in achieving chapter goals
- Advises chapter officers on relevant issues

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
- Ensures that successors for all positions are identified and properly trained in advance of assuming the position

Chapter Excellence Awards

- Prepares submissions for Chapter Excellence Award nominations, if applicable

Board Role

- Attends and participates in monthly board of directors meetings
- Attends and participates in chapter meetings and ATD Chapter Leaders Conference (ALC) as available

Qualifications:

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