

## **2015 ATD-KC Board Position: President**

### **Position Summary:**

The chapter president provides leadership to the local chapter consistent with ATD policy, strategies, and objectives. He/She is responsible for effectively operating the chapter so that the needs of the members are met. He/She performs other duties as required by the local chapter's bylaws.

### **Time Commitment:**

**Term:** One year as president; second year as past president

#### **Estimated Time Requirements Per Month:**

- Attending board meetings: 2 hours plus travel time
- Communicating with vice presidents: 20 hours
- Attending monthly chapter meetings: 3 hours plus travel time
- Communicating with administrative office about routine issues: 2-4 hours

### **Responsibilities:**

#### **National ATD Connection**

- Acts as liaison between the chapter and national ATD to ensure that chapter policies, procedures and activities support the society's mission and vision
- Ensures that chapter strategies are aligned with ATD's strategies
- Communicates ATD goals, policies, and programs to chapter members
- Attends ATD International Conference and Exposition and ATD Chapter Leaders Conference (ALC)

#### **Chapter Strategy**

- Participates in the development and implementation of short-term and long-term strategic planning for the chapter
- Forms partnerships with national ATD, other ATD chapters, and other professional associations

#### **Committee Leadership**

- Presides over the activities of all officers and directors, as well as standing committees, to ensure the accomplishment of chapter goals, objectives, and strategies
- Chairs all meetings of chapter officers and members
- Ad hoc member of all committees

#### **Workplace Learning and Performance (WLP) Community Participation**

- Represents the chapter professionally and ethically in all business functions/organizational activities and in the WLP community
- Constantly updates personal knowledge of ATD strategies and operations

#### **Succession Planning**

- Ensures that successors for all positions are identified and properly trained in advance of assuming the position
- Mentors successor in his/her development for the role of next chapter president

**Board Participation**

- Sets agenda for and runs chapter board meetings
- Reviews progress of goals, strategies and projects at board meetings, and makes recommendations for improvements
- Ensures that all board members have received training regarding their respective positions
- Resolves conflicts among chapter/board members
- Tracks status of board of director action items
- Conducts the business of the chapter in accordance with the chapter bylaws and serves as chairperson of the chapter's board of directors
- In conjunction with the board of directors, develops and implements programs that satisfy the members' needs

**Other Fiduciary Responsibilities**

- Ensures that all government and ATD forms are filed correctly and on time
- Works with the VP of finance to ensure the chapter operates within its budget and with fiscal responsibility
- Provides any relevant functional information for posting to the chapter website as needed

**Qualifications:**

- Ability to build, motivate, and lead a team of volunteers
- Demonstrated experience in budget design
- Time available to fully participate in chapter and board meetings, and represent the chapter regionally and nationally
- Ability to lead a committee, delegate tasks, and monitor progress
- Ability to plan, organize, and evaluate chapter activities
- Demonstrated skills in effective leadership, diplomacy, personal interaction, problem-solving meeting management and communication
- Demonstrated ability to manage projects
- National member of ATD and a member in good standing of the chapter