



## **Position Title: 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. Advises on past practices and operations in accordance with the chapter bylaws. Upon request assists chapter officers in performing their duties.

### **TIME COMMITMENT**

**TERM:** 3 years

Year 1 – As President-Elect

Year 2 – As President

Year 3 – As Past President

### **ESTIMATED TIME REQUIREMENTS PER MONTH**

- Attending board meetings: 2 hours
- Attending monthly chapter as well as workshops: 3-4 hours
- Communicating with the ATD national administrative office and/or other board members about questions and/or issues: 1-2 hours

### **VALUE/BENEFITS**

#### **PERSONAL AND PROFESSIONAL**

- Networking with other Talent Development professionals locally and internationally
- Discounted [ATD National Professional Plus Membership](#)
- Continuous learning
- Leadership role in a professional organization
- Volunteering
- Invitation & Free Registration to [ATD National Chapter Leaders Conference](#)
- Preferred seating at the [ATD International Conference](#) & Invitation to “Chapter Leadership Day” held during the International Conference

## RESPONSIBILITIES

### **OPERATIONS**

- Provide encouragement, support, resources, feedback to individual Board members; especially President and President Elect.
- Serves as acting president if both the president and president elect are unavailable.
- Prepares submissions for Chapter Excellence Award nominations, if applicable
- Works with VP Volunteers to co-host the December Awards program.

### **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 workshops 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.
- Time available to fully participate in chapter and board meetings and represent the chapter regionally and nationally.
- Member of ATD International and ATD-Piedmont member in good standing.

### **ATD 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](#)

### **OTHER Resources:**

[Leading a Team of Volunteers](#) – Book “Engaging the Head, Heart and Hands of a Volunteer”