



Position Title: President

POSITION SUMMARY

The President has executive responsibility to provide the vision, structure, culture and environment to enable the Chapter to meet the mission and goals created as a team.

TIME COMMITMENT

TERM: 3 years

Year 1 – As President-Elect

Year 2 – As President

Year 3 – As Past President

ESTIMATED TIME REQUIREMENTS PER MONTH

- Leading chapter operations, developing board for coming year: 2-4 hours
- Preparing for an attending board meeting: 2 -3 hours
- Attending monthly chapter and SIG meetings as well as workshops: 3-4 hours
- Communicating with the ATD national administrative office and/or other board members about questions and/or issues: 3-4 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

- Oversee all ATD Chapter Affiliation Requirements (CARE) requirements and ensure adherence to the requirements.
- Assure all board and business operations functions understand member needs and deliver superior service and assure ATD Chapter Affiliation Requirements (CARE) are met.
- Provide encouragement, support, resources, feedback to individual Board members; especially President-Elect.
- Validate vision and mission and goal setting.
- Establish and maintain effective processes and communication to enable the board to serve members effectively.
- Review the progress of goals, strategies, and projects at monthly Board meetings.
- Lead an effective transition to a new board annually.
- Lead monthly Board and chapter meetings; participate in other chapter events/committee meetings as available.
- Lead board and chapter members in affiliating, collaborating and using regional and national resources, including Chapter member companies.
- Represent chapter professionally and ethically in all business functions/organizational activities.
- Works with VP Programs co-host the December Awards program.
- Attend all monthly chapter meetings and the Annual Leadership Conference (ALC).
- Write monthly articles for the newsletter in collaboration with the VP of Communications.

BOARD ROLE

- 3 days before monthly board meeting creates agenda for the meeting
- Attends and leads 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
- Participates in the development and implementation of short-term and long-term strategic planning for the chapter.

QUALIFICATIONS

- Very strong and effective verbal communication, leadership, diplomacy, personal interaction, problem-solving and meeting management.
- Strong ability to lead a committee, delegate tasks, and monitor progress.
- Strong 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.
- Member of ATD International and ATD-Piedmont Chapter 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”