

# President

## Position Description



## Position Summary

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The President serves as chief executive officer of the Chapter. The President provides the vision, structure, culture, and environment to enable the Chapter to meet the mission and goals created as a team. The president assures all board and business operations function effectively, to understand member needs and deliver superior service and assure ATD Chapter Affiliation Requirements (CARE) are met.

## Responsibilities

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- Provide leadership for the Chapter (responsible and accountable for all Chapter activities)
- Ensure compliance and timely submission of ATD Chapter Affiliation Requirements (CARE)
- Schedule and lead board meetings; review the progress of goals, strategies, and projects; ensure board meeting minutes are available to members
- Establish and maintain effective processes and communication to enable the board to serve members effectively
- Appoint and oversee activities of committees and/or task forces for special projects
- Attend chapter meetings, regional chapter leader meetings, and the ATD Chapter Leadership Conference (ALC); participate in other chapter events/committee meetings as available.
- Collaborate with Companies/Trainers/Human Resource Professionals addressing training situations or connecting them with other resources
- Represent the Chapter professionally and ethically in all business functions/organizational activities.
- Act as liaison between ATD, the Region, and the Chapter.
- Provide encouragement, support, resources, feedback to individual Board members; especially President-Elect.
- Recruits and trains President-Elect as successor to the President.
- Lead effective transition of board members entering and exiting the board.

## Requirements

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- Be a member in good standing of CVATD and ATD
- Ability to serve full term of the position (2 years)
- Consistently attend CVATD Board and Committee meetings or appoint a representative to attend
- Regularly attend CVATD events and functions
- Associate Professional in Talent Development (APTD) or Certified Professional in Talent Development (CPTD) Certification encouraged

## Time Commitment

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- Attend board meetings: 1-2 hours monthly
- Attend board retreats: 4 hours twice per year
- Perform project work:
  - 1-2 hours/month for board meeting prep
  - 2-5 hours/month for communication and 1:1 meetings
  - 10-15 hours for annual planning and reporting
- Optional development activities: Monthly webinar with NAC, ATD Leadership Conference

## Benefits of Serving

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- Discounted ATD membership and free upgrade to Professional Plus membership
- Develop/practice organizational and leadership skills
- Opportunity to increase professional network by participating chapter meetings, board meetings, regional, or ATD Leadership meetings and events
- Professional development opportunities through NAC and ATD Chapter Leadership Programs (budget permitting)