

President-Elect

Position Description

Position Summary

The President-Elect assists the chapter President in performance of chapter management duties, automatically succeeding to president and participates in recruiting board members to lead the chapter in the succeeding year.

Responsibilities

- Assist the president with chapter organization and management, clarifying board/committee responsibilities and encouraging the best use of chapter resources
- Attend and participate in monthly board meetings, chapter meetings, and ATD Chapter Leaders Conference (ALC), when available
- Participate in other chapter events, committee meetings and conferences as available
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter
- Support the president in overseeing sound financial status of chapter by monitoring monthly budget reports
- Work with the president to establish productive relationships with ATD affiliates and chapter member companies
- Assume duties of president when he/she is absent from board meetings or chapter meetings
- Uses results of membership surveys to support strategic planning and goal-setting for succeeding year
- Lead the chapter awards committee in identifying candidates for local and national recognition, assure proper award nomination documentation is submitted (if applicable).
- Lead succession planning to include recruiting new board members, manage the chapter's succession process, and chair the Nominating Committee
- Succeed to president upon expiration of president's term or upon resignation, incapacity, or death of president

Requirements

- Be a member in good standing of CVATD and ATD
- Ability to serve full term of the position (1 year)
- 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

- Attend board meetings: 1-2 hours monthly
- Attend board retreats: 4 hours twice per year
- Perform project work:
 - 1-3 hours/month for communication and 1:1 meetings
 - 10-15 hours/year for annual strategic planning
 - 5-10 hours/year for nomination and succession planning process
- Optional development activities: Monthly webinar with NAC, ATD Leadership Conference

Benefits of Serving

- 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)