

## Past President

### Position Description

The Past President is primarily responsible for ensuring the success of the President and President-Elect. This position provides advice and leadership to the Chapter and to Board members.

### Essential Duties and Responsibilities

- Serves as a mentor to President and President-Elect, and supports them in accomplishing their respective goals.
- Serves on Nominating Committee to lead succession planning including recruiting new Board members, managing the process, and overseeing Chapter election process to be concluded within timeframe as stated in Bylaws.
- Serve on Financial Review Committee to conduct a financial review at least annually and report findings to the Board, which will also be published for Chapter membership.
- Reports Chapter Affiliation Requirements (CARE) results from presidential year to National.
- Advises Chapter officers and committees on various issues and topics as needed.
- Acts as President in event both President and President-Elect are unavailable.
- Attend and participate in Board meetings and chapter meetings. Participate in other chapter events, committee meetings, and regional conferences as available.

### Qualifications

- National member of ATD and a member in good standing of the Midlands ATD Chapter.
- Able to serve in position for a term of one year with possibility of re-election for an additional term.  
*NOTE: President-Elect and Past President's positions are extended automatically in the event that the current serving President is re-elected for an additional term.*
- Time available to attend Board meetings and Chapter meetings as specified in Bylaws. Includes time available to chair committee meetings, participate in preparation for special events, etc.
- Partner with and support corresponding Geographic Interest Group (GIG) position as applicable.
- Assist the Nominating Committee by recruiting members for Board positions. Recruitment suggestions may also extend to standing committees, and other ad hoc groups/committees. Train replacement to assume role.
- Ability to build, motivate, and lead a team of volunteers.
- Ability to plan, organize and evaluate activities required by position.

- Ability to complete projects and goals within established timeframes.
- Working knowledge of computers and software applicable to position (e.g., Word, Excel, PPT, email, etc).