

President-Elect

Position Description

The President-Elect acts for the President in the President's absence. This position assists the President in the performance of Chapter management duties. The President-Elect automatically succeeds to President; therefore, this position serves as preparation to fulfill responsibilities related to the presidency.

Essential Duties and Responsibilities

- Prepare to succeed to President upon expiration of President's term or upon resignation, incapacity, or death of the President.
- Assume duties of the presidency when acting President is absent from Board meetings, chapter meetings, and/or other events, functions, etc.
- Assist President with chapter organization and management, assist with Board and/or committee responsibilities as needed and encouraging best uses of Chapter resources.
- Chair the 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 the Bylaws.
- Plan and facilitate annual Strategic Planning meeting and transition to new Board.
- 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.
- Send roster of leaders and Chapter contact information to ATD National for upcoming year.
- Work with President to ensure adherence to all Chapter Affiliation Requirements (CARE).
- Update job descriptions for all Board positions and for other Chapter-related positions. Develop additional job descriptions as needed and get final approval from the Board.
- Serve as Board liaison for functioning Geographic Interest Groups (GIG) and Specific Interest Groups (SIG).
- Provide support to all Board members and members-at-large as well as to standing Board committees and ad hoc membership groups.
- Other responsibilities as noted in Chapter Bylaws, specifically:
 - Appoint replacements to Board when positions are left vacant.
 - Call for and preside over Special Meetings of the Chapter as needed.
 - Stay abreast of changes to state laws affecting the Chapter and its governance.

Qualifications

- Able to serve as Past-President for a term of one year directly after completing presidency.
- 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.).