

President-Elect

Position Summary:

The President-Elect assists the Florida Suncoast Chapter president in performing chapter management duties. The President-Elect acts for the President in the President's absence. She/He serves on the Executive Committee, the Financial Planning Committee and the Financial Review Committee to learn about chapter financials, and performs other duties requested by the President. The President-Elect is responsible for completing the CARE annual report for national ATD, and serves as the primary contact with the national ATD office. The President-Elect works with the President to coordinate the year-end planning meeting.

Term: One year, elected; automatically placed on the ballot as candidate for Chapter President for the coming year.

- Year 1 – President-Elect: one year, elected; automatically placed on the ballot as a candidate for President the next year
- Year 2 - President: one year, elected; automatically becomes Immediate Past President the next year
- Year 3 - Immediate Past President: one year, unelected; this is the only non-voting Board office that is not elected by the members.

Supported By:

This position is supported by all members of the board, and at the same time this position helps to support all members of the board where able and needed. Specifically, the positions that the President-Elect is supported by:

- President
- Immediate Past President
- Other Board roles, as required

Requirements:

- Basic ATD Involvement
 - Available in the local Tampa Bay area
 - Chapter member (same local chapter) in good standing
- Strategy & Operations
 - Understand and support the Chapter's vision, mission, and goals; communicate these objectives to the Chapter; and make sure that the chapter's mission is fulfilled by the Chapter Board
 - Understand the operational processes and procedures of the chapter for all positions
 - Understand bylaws
- Communication & Support
 - Effective verbal communication, leadership, diplomacy, personal interaction, problem-solving and meeting management

- Identify, prioritize and pursue several personally meaningful near-term objectives/goals for the year that can influence and strengthen the chapter's long-term success
 - Presidential priorities should closely align with the Chapter's goals, be actionable, and, where relevant, build on past success
 - Successfully accomplish presidential goals contribute to the continuing evolution of a dynamic and relevant chapter that serves its members current and future needs
- Establish and maintain effective processes, policies and procedures that enable the board to serve members effectively
- Leadership
 - Ability to lead a committee, delegate tasks, and monitor progress
 - Ability to build, motivate, and lead a team of volunteers
 - Ability to plan, organize, and evaluate chapter activities
 - Ability to fill in where other Board positions are struggling, need assistance, or where positions are unfilled
- Financial
 - Demonstrated experience in budget design and accountability desired
- Project Management
 - Demonstrated ability to manage projects
- Professionalism
 - Ability to represent chapter professionally and ethically in all business functions/organizational activities.
 - Act as the ATD brand ambassador (both as National ATD and local chapter) to promote ATD and the Chapter's vision and mission
- Time available to fully participate in most chapter programs and board meetings
 - See chapter bylaws for most up to date requirements for board meeting attendance and repercussions if unable to fulfill

Perks of Role:

- All Chapter Leader Conference (ALC) Registration and limited travel and lodging covered by chapter
- ATD National Membership paid for by chapter
- ATD Chapter Regular monthly events free of charge

Time Commitments and Responsibilities:

Time commitments and responsibilities are broken up below into an initial time on task, then weekly, monthly, and annual time on task.

Initial Tasks <i>Approx 6+ hours</i>	
Google Email <i>(1 hour)</i>	<ul style="list-style-type: none"> ● Add picture ● Setup signature line ● Create out of office messages
Google Drive <i>(1 hour)</i>	<ul style="list-style-type: none"> ● Familiarize self with Google Drive folder/docs ● Ensure all board is aware of them and how to access them
Bylaws <i>(1 hour)</i>	<ul style="list-style-type: none"> ● Familiarize self with bylaws
Social Media <i>(1 hour)</i>	<ul style="list-style-type: none"> ● Follow chapter and national social media channels
Wild Apricot <i>(2 hours)</i>	<ul style="list-style-type: none"> ● Get crash course in Wild Apricot software membership, events, reporting, etc. ● Learn how to sign up for events and pay ● Perform basic reporting from Wild Apricot ● Provide appropriate content copy and proofreading of the website to ensure accuracy and up-to-date information is provided to members

Weekly Tasks <i>Approx 5+ hours</i>	
Social Media <i>(1 hour)</i>	<ul style="list-style-type: none"> ● Like/share/retweet all relevant ATD chapter social media posts with your network ● Posts information supporting and promoting the chapter across social media platforms
Supports President <i>(3-6 hours)</i>	<ul style="list-style-type: none"> ● Assume duties of the President when he/she is absent from board meetings or chapter meetings ● Assist the President with chapter organization and management, clarifying board/committee responsibilities and encouraging the best use of chapter resources ● Assist President, learning chapter operations, developing board for coming year
Regular Communications	<ul style="list-style-type: none"> ● Communicate with other board members about chapter

(1-3 hours)	business
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Monthly Tasks <i>Approx 21+ hours</i>	
CARE (1-2 hours)	<ul style="list-style-type: none"> • Work with Chapter Board members to ensure CARE requirements are met throughout the year • Complete the CARE submission report for the chapter with the input of the Board • Submit the CARE package to ATD National on time (or early)
Chapter Events (4-6 hours, plus travel)	<ul style="list-style-type: none"> • Attend monthly chapter meetings/events
Chapter Board Meeting (2-3 hours)	<ul style="list-style-type: none"> • Prepare report for and attend monthly Chapter Board meetings
NAC calls/meetings (1 hour)	<ul style="list-style-type: none"> • Attend national ATD leadership calls/meetings
Membership (2 hours)	<ul style="list-style-type: none"> • Monitor/report results of needs assessments and satisfaction surveys and conveys member suggestions to board and membership. Uses results to support strategic planning and goal-setting for succeeding year • Lead the chapter's vision, mission, and direction planning process at annual transition meeting, and is prepared to communicate and gain chapter member commitment
Financial Planning Committee & Financial Review Committee (2 hours)	<ul style="list-style-type: none"> • Oversee sound financial status of chapter as a member of the Financial Planning Committee, the Financial Review (Audit) Committee, and by monitoring monthly budget reports
Executive Council (1-2 hours)	<ul style="list-style-type: none"> • Participate as a member of the Executive Council
Promotes Chapter (1 hour)	<ul style="list-style-type: none"> • Establish productive relationships with ATD affiliates and chapter member companies
Additional Duties (2-4 hours)	<ul style="list-style-type: none"> • Perform various duties at the request of the President
Chapter Recognition (~4 hours)	<ul style="list-style-type: none"> • Lead the Chapter Awards Committee in identifying candidates for local and national recognition, assuring proper award nomination documentation is submitted.

	<ul style="list-style-type: none"> ● Help organize the annual Chapter Awards program (unless the Board votes to not hold an Awards program)
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Annual Tasks <i>Approx 6+ days</i>	
All Leaders Conference (ALC) - National <i>(3 days)</i>	<ul style="list-style-type: none"> ● Attend ALC, typically in the fall ● Participates in Chapter Leader Day at ALC
Succession Planning - Chapter <i>(1+ day)</i>	<ul style="list-style-type: none"> ● Recruit and mentors potential Board candidates to ensure the future of the chapter ● Succeeds to President upon resignation, incapacity, or death of president
Strategic and Operational Annual Planning Session(s) - Chapter <i>(1+ day)</i>	<ul style="list-style-type: none"> ● Set annual goals for managing chapter administration in collaboration with the president and board
ASCEND Annual Conference - Chapter <i>(1 day)</i>	<ul style="list-style-type: none"> ● Lead the Annual Chapter Conference (unless Board votes to not hold an annual conference) ● Take the lead in all aspects of the conference to include, but not limited to: designing, planning, implementing, securing speakers, managing the budget, finding a venue, managing catering, finding sponsors, and managing registration ● Manage a Conference Committee, if applicable

ATD Resources

- Chapter Leader Community (CLC)
 - <https://www.td.org/chapters/clc>
- National Advisors for Chapters (NAC):
 - <https://www.td.org/chapters/clc/national-advisors-for-chapters>
- Chapter Affiliation Requirements(CARE)
 - <https://www.td.org/chapters/clc/care>
- Sharing Our Success (SOS)
 - <https://www.td.org/chapters/clc/sos>
- Leader Connection Newsletter (LCN)
 - <https://www.td.org/chapters/clc/lcn>
- Toolkits
 - <https://www.td.org/chapters/clc/toolkits>