



President

Position Summary:

The President has executive responsibility to provide the vision, structure, culture and environment to enable the Chapter to meet the mission and goals created as a team.

Time Commitment:

Term: Two years

Estimated Time Requirements per month:

- Attending board meetings: 2 hours (plus travel time if in-person)
- Attending monthly chapter meetings: 3 hours (plus travel time if in-person)
- Communicating with Board and ATD Chapter Relations Team: 2-4 hours
- Attending ATD Leader Calls: 1 hour
- Reviewing progress, planning, and documentation: 4-8 hours, depending on initiatives and activities

Participation Expectations:

- Attend at least 8 of 10 board meetings annually -- most board meetings are virtual
- As a leader in the Chapter, attend at least 2/3 of Chapter events
- Attend ATD Regional Chapter Leader monthly conference calls
- Recruit and train replacement

Responsibilities:

Chapter Support

- Oversee CARE requirements and ensure adherence to the requirements.
- Facilitate and validate vision and mission and goal setting.
- Assure all board and business operations function effectively, to understand member needs and deliver superior service and assure ATD Chapter Affiliation Requirements (CARE) are met.
- Establish and maintain effective processes and communication to enable the board to serve members effectively.
- Lead an effective transition to a new board annually.
- Represent chapter professionally and ethically in all business functions and/ organizational activities.
- Attend monthly chapter meetings and the Annual Leadership Conference (ALC).
- Participates in other chapter events, committee meetings, and regional conferences as available

Board Participation (Voting Member)

- Participates in the development and implementation of short-term and long-term strategic planning for the chapter
- Provide a report on volunteer activities at the monthly Board meeting
- Maintain and update records relevant to the position for benefit of successor
- Before the end of Board term, recommend at least two potential candidates for the position
- Train successor in duties for this position during the transition period prior to successor's term of office
- Support and promote chapter affiliation requirements (CARE), and the strategic goals and action plans of the chapter
- Represent the chapter professionally and ethically in all business functions/organizational activities
- Attend and participate in board and chapter meetings
- Participate in other chapter events, committee meetings, and regional conferences as available

Key Collaborators

- Board members to guide and support their work wherever needed
- Leaders of other local professional associations
- Leaders of other ATD chapters
- ATD National Advisor to Chapters (NAC)

Qualifications and Desired Characteristics:

- Required to be a member of ATD National and Valley of the Sun chapter
- Effective verbal communication, leadership, diplomacy, personal interaction, problem-solving and meeting management
- 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
- Demonstrated experience in budget design and accountability desired
- Demonstrated ability to manage projects
- Time available to fully participate in chapter and board meetings, and represent the chapter regionally and nationally