

## President Elect Executive Committee Board of Directors – Metro DC Chapter ATD

**REPORTS TO:** President

**TERM:** Three Years (President Elect, President, & Past President)

**TIME COMMITMENT:** 10-15 hours/month

**PURPOSE:** This position supports the President and chapter in all duties as assigned while learning the role of President in order to succeed the President.

### **RESPONSIBILITIES:**

1. Serve a three-year term to include one calendar year as President Elect; one calendar year as President; and one calendar year as Past President, successively.
2. Act for the President in his/her absence.
3. Assume the office of the President in accordance with the chapter bylaws should the President be unable to fulfill his or her term.
4. Facilitate strategic planning in preparation for term as President.
5. Attend the ATD Association Leadership Conference (ALC).
6. Learn as much as possible about the Chapter and ATD, particularly CARE requirements, chapter history, and the roles and responsibilities of each board position.
7. Represent the Chapter professionally and ethically at business functions/organizational activities.
8. Participate in the development and implementation of short-term and long-term strategic planning for the Chapter.
9. Assist board members as needed.
10. Perform roles and responsibilities necessary to meet Chapter goals.

*All board members are required to attend 9 of 12 board meetings per year and at least 6 chapter events, which may include COPs, Monthly Programs, and/or Professional Development events.*

### **QUALIFICATIONS:**

1. Time available to attend Board meetings and other functions as required by the position.
2. National membership in ATD and status as a member in good standing of the DC chapter.
3. Demonstrated experience in budget design, fiscal responsibility, and bookkeeping practices.
4. Ability to build, motivate, and lead a team of volunteers.
5. Adept in verbal communication, facilitation, diplomacy, personal interaction, and problem solving.
6. Ability to plan, organize, and evaluate activities required by the position.
7. Ability to complete projects within established time frames and budgets.
8. Ability to delegate tasks and monitor follow through.
9. Flexibility in working outside of assigned roles and responsibilities to meet the needs of the Chapter.