

President-Elect

ATD Upstate SC Job Description

Job Specification – Through active engagement with the Chapter President, the Chapter Board members, and the Chapter membership, through national ATD resources, and through participation in events offered by other professional organizations, learn about the talent development needs of this Chapter’s members and of pressures facing this region’s workforce. Working in tandem with the Chapter President and the Chapter’s Board, and when needed, working independently, strive to carry out the mission of the Chapter. Specifically, help the Chapter become the premier leader in workplace learning opportunities.

Act for the President in the President’s absence. Actively promote the continued career growth and professional progress of chapter members through completion of tasks as directed by the Chapter President and by completing the tasks as asked by the Chapter’s Board, the Chapter’s Committees, and by the Chapter’s members. Provide feedback and guidance to the Chapter’s President and to the Chapter’s Board members when you perceive that your experience and skillsets are needed.

Form and serve as chair of the Nominating Committee for the selection and election of Chapter Board members for the coming calendar year. Work with the President and the Board for the strategic planning for the Chapter. Assist and complete tasks for other Chapter committees as time and interest allow.

The President-Elect begins a three-year position on the board – 1st year as President-Elect, 2nd year as President, and 3rd year as Past President. The President-Elect works closely with the President, the Treasurer, and will all other Board members. The President-Elect assists all Chapter Board members to continue to grow the Chapter through increased membership and through the recruitment of talented program and special event providers.

Responsibilities:

- Serve a term of one calendar year as President-Elect. Plan to serve a second calendar year as President. Plan to serve a third year as Past-President.
- Note – it is acceptable to serve more than one term in any of these positions if that is in the best interests of the Chapter.
- Attend Board meetings during the calendar year.
- Attend Chapter Programs and Special Events.
- Serve on other Chapter committees as time and interest allows.
- Recruit members for the various Chapter committees as needed.
- Identify and facilitate the transition for the next President-Elect of the Chapter.
- Form and chair Nominating Committee and manage election process for upcoming year’s Board.
 - Email current board to ask of their plans for upcoming year.
 - Determine appropriate Board line-up to support the upcoming year’s chapter goals.
 - Revise Job Description for the board line-up to support the upcoming year’s chapter goals as well as it long-range goals.
 - Revise the Call for Nominations document and set appropriate deadlines for election process.
 - Once the Board approves both documents, send out notice to membership.
 - Receive nominations and recruit for any open positions.
 - Once Board approves the slate of officers, send out to membership for a vote. Survey Monkey or another free online survey tool may be used.
- Facilitate strategic planning in preparation for term as President.
- Assume the office of President in accordance with the chapter bylaws should the President be unable to fulfill his or her term.



- Serve on a Financial Review Committee if needed.
- Attend the ATD National Leadership Conference upon appointment of office. (This may be waived if desired, if another Board member would like to attend, or if the budget does not have available funding for a Board member to attend.)
- Learn as much as possible about the workings of the chapter and ATD national, particularly CORE requirements, chapter history, and the roles and responsibilities of each board position.
- Assist Board members as needed and as time and interest allow.
- Update Treasurer and provide documentation of any expenditure related to the office.
- Understand and reply to questions regarding the benefits of membership.
- Perform whatever roles and responsibilities that are necessary to meet chapter goals.

Resources:

1. Full administrator access to the chapter's Wild Apricot association management system.
2. Be in possession of one of the chapter debit cards.
3. Be in possession of one of the chapter mailbox keys. (This may be waived.)
4. Have check-signing and contract-signing authority for events and expenditures that will take place in the President-Elect's term of office as President.
5. Use a designated Rackspace email address. This email address may be one that is currently in use in a current chapter role or it may be the president-elect@upstatesc.atd.org email address.
6. ASTD Chapter Leader Community
<http://old.ASTD.org/membership/ChapterLeadership>
7. ASTD Leader Connection Newsletter:
<http://old.ASTD.org/membership/ChapterLeadership/Resources/LCN.htm>
8. ASTD Toolkits:
<http://old.ASTD.org/membership/ChapterLeadership/Resources/Toolkits/>

Board Member Expectations and Code of Conduct:

- Be an Upstate SC ATD chapter member in good standing. It is preferable but not required that this board member also be a national ATD member.
- Attend at least four chapter events annually (excludes Board of Director meetings).
- Attend and report on respective area at each Board of Director meeting held the 2nd Tuesday of each month from 5:30 – 7:30 p.m. (complimentary light dinner included).
- Attend the annual Board of Director Planning Retreat to be held on a Saturday in January of each year from 8 a.m. to 12 noon. Date will be finalized once new board is polled for availability.
- Become familiar with and abide by Upstate SC ATD's by-laws, policies and procedures.
- *Proactively* execute the responsibilities for the role taken on the board. Be accountable for projects not only to the other board members but also to the chapter membership.
- Create a Transition Package for successor that includes forms, budgets, processes, and recommendations.
- Serve as a fair and open clearinghouse for information, job opportunities, and professional training and vendor services to any member of Upstate SC ATD.
- Board members will not use their position to have increased access to chapter members or use their influence to direct business to a specific organization or vendor.
- Facilitate programs and events for the benefit of Upstate SC ATD members that provide meaningful experiences that are used as learning opportunities and not a venue to push products or services.
- Represent the chapter both professionally and ethically in all business functions and organizational activities.

Revised July 2014