

## **President**

### **ATD Upstate SC Job Description**

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**Job Specification** – Through active engagement with the Chapter President-Elect, the Chapter Past President, the Chapter Treasurer, and all other Chapter Board members, and the Chapter membership, strive to support the Chapter’s short and long term goals, work to achieve the chapter’s vision and to uphold the chapter’s mission. 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, this nation’s workforce, and the global workforce. Assist the Chapter Board members and committee members to carry out their tasks and to reach their goals.

Assist the formation of committees and guide committee actions as needed and as asked. Work with the Board for the strategic planning for the Chapter. Assist and complete tasks for other Chapter committees as time and interest allow.

The President continues a three-year position on the board with this year being the 2<sup>nd</sup> year of the 3 years of service (1<sup>st</sup> year as President-Elect, 2<sup>nd</sup> year as President, and 3<sup>rd</sup> year as Past President). The President works closely with the President-elect, the Past President, the Treasurer, and with all other Board members. The President 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. The President works with and communicates with the national ATD representatives when needed or as time and interest allow.

#### **Responsibilities:**

- Serve a term of one calendar year and the following year as Past President. Should the President serve more terms of one calendar year in accordance with the bylaws, the year as Past President shall begin at the completion of the final term as President.
- Manage the chapter in accordance with the chapter bylaws.
- Preside at membership meetings, including special meetings of the chapter.
- Preside and set the agenda for meetings of the board of directors.
- Ensure bylaws and job descriptions are understood and adhered to by the Board of Directors.
- Fulfill responsibilities as outlined in job description.
- Recruit a Financial Review Committee if deemed necessary.
- Upon taking office, announce chapter’s annual plan and goals no later than January 31<sup>st</sup>.
- Get Board approval of annual budget no later than January 31<sup>st</sup>.
- Ensure the achievement of the chapter’s objectives and the development of long-range plans by coordinating, monitoring, and coaching the performance of chapter officers.
- Ensure that chapter meets all CORE guidelines.
- Submits CORE documentation, reporting on the President’s term, by the deadline set by the ATD National.
- Ensures that the Board of Directors meets at least quarterly.
- Review annually the bylaws/mission/vision of the chapter.
- Work with the President-Elect to ensure a smooth transition of board rotation.
- Supports and assists when possible the development and maintenance of a Chapter President Handbook to pass on to the President-Elect.
- Authorize all expenditures in excess of approved budgets.
- At membership meetings, preside over election of officers, approval of bylaws revisions, and any other motions requiring membership approvals according to the bylaws.
- Ensure each board member understands and can reply to questions regarding the benefits of membership.

- Perform whatever roles and responsibilities that are necessary to meet chapter goals.
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**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.
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@upstatesc.astd.org](mailto:president@upstatesc.astd.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.

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