



**CH 8029**

# PRESIDENT



<b>Key Role</b>	Provide overall chapter leadership. Facilitate development of vision, strategy and objectives for Board and Chapter.
<b>Positions Overseen</b>	<ul style="list-style-type: none"> <li>▪ VP of Communications</li> <li>▪ VP of Finance</li> <li>▪ Secretary</li> <li>▪ Business Manager</li> <li>▪ Admin Assistant</li> </ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Follow Chapter bylaws, policies and procedures; strive to fulfill the Chapter’s mission, values and strategic plans.</li> <li>▪ Ensure an ongoing and healthy succession planning process across the areas covered by the position.</li> <li>▪ Facilitate Board meetings and ensure decisions are implemented.</li> <li>▪ Mentor Board members.</li> <li>▪ Work with VP of Finance to examine operations and expenses. Facilitate budget development.</li> <li>▪ Be a liaison with the ASTD Office and between National ASTD and the Chapter. Maintain contact with other ASTD Chapters.</li> <li>▪ Represent the Chapter at Chapter events, professional and civic functions.</li> <li>▪ En sure that Chapter involvement, activities, and decisions serve member interests and National ASTD policies.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Must have served as Past President in prior year.</li> <li>▪ Maintain active Chapter and National ASTD membership as required by the Chapter bylaws and National ASTD</li> <li>▪ Maintain email account and have Internet access to Chapter web site</li> </ul>
<b>Term of Office</b>	3 years including: one year as President Elect, one year as President, and one year as Past President
<b>Time Commitment</b>	4 to 5 hours per week including: events, meetings, retreats and conferences, and above responsibilities