



**CH 8029**

# PRESIDENT ELECT



<b>Key Role</b>	<p>Coordinates and oversees all learning activities of the chapter. Prepares and plans for accepting the position of President for the following year.</p> <p>Serves as Chapter Chief Learning Officer</p>
<b>Positions Overseen</b>	<ul style="list-style-type: none"> <li>▪ VP of Interest Groups</li> <li>▪ VP of Programs</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>▪ Act for the President during the President’s absence.</li> <li>▪ Learn all aspects of Chapter operations, including history, policies and procedures, current practices, and bylaws to prepare for the President’s position.</li> <li>▪ Participate in the Nominating Committee and Financial Review committee as required by Chapter bylaws.</li> <li>▪ Ensure an ongoing and healthy succession planning process across the areas covered by the position.</li> <li>▪ Work with the VP of Finance to examine operations and expenses and to develop the budget.</li> <li>▪ Assist with strategic planning. Ensure that the strategic issues and plans identified by the Board remain a primary focus throughout the year.</li> <li>▪ Coordinate programmatic initiatives as necessary and desirable with those of ASTD National, staying abreast of relevant emerging National initiatives.</li> <li>▪ Ensure and grow speaker and presenter bench strength across all programmatic areas.</li> <li>▪ Stay abreast of current and emerging local, national, and international trends in workplace learning and performance.</li> <li>▪ Coordinate and evolve a multi-year programmatic strategy that weaves programs, series, forums, interest groups and the conference into a cohesive whole.</li> </ul> <p>Assume other duties, including special projects, as needed by the President and the Board.</p>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Elected by membership vote.</li> <li>▪ Senior training professional required; extensive experience</li> </ul>

	<p>in the local T&amp;D community preferred.</p> <ul style="list-style-type: none"><li>▪ Minimum one year prior Chapter Board membership.</li><li>▪ Maintain active Chapter and National ASTD membership as required by 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, one year as Past President.
<b>Time Commitment</b>	6 to 8 hours per week. This includes: events, meetings, retreats, conferences and the above responsibilities.