

## President Role Description

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### Position Summary:

The President has executive responsibility to provide the vision, structure, culture and environment to enable the Chapter to meet the mission and goals created as a team. The President will ensure that the chapter conducts business based on the guidelines and governance provided by the Internal Revenue Service (IRS), the SC Secretary of the State, ATD National, and the Chapter's Bylaws.

The President will lead the Board of Directors.

### Time Commitment:

**Term:** 1 year

#### Estimated Time Requirements for planning and attending meetings and events

- Attending virtual board meetings: 1.30 hours monthly
- Attending committee meetings: 2 hours monthly
- Communicate with ATD National: 1 hour monthly
- Creating and reviewing standard operating procedures: 1 hour monthly
- Attending chapter learning events: 2.30 hours plus travel time
- Attending geographic events/special interest events: 2 hours quarterly
- Community engagement activities: 2 hours annually

#### Estimated Time Requirements for training

- Transitional training with outgoing President: 5 hours
- Attendance at annual board summit: 4 hours plus travel time
- Attendance at ATD Chapter Leaders Conference (*based on chapter funding + travel time*): 5 hours

*\*The time commitment is a cumulative approximation over a period of several months and includes the variation of support needed for each task. Board members may or may not exceed this threshold.*

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### PRINCIPAL DUTIES & RESPONSIBILITIES

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- Oversee and ensure adherence to [Chapter Affiliation Requirements \(CARE\)](#).
- Provide encouragement, support, resources, feedback to individual board members; especially President-Elect.
- Validate vision and mission and goal setting.
- Establish and maintain effective processes and communication to enable the board to serve members effectively.
- Assure all board and business operations function effectively, to understand member needs and deliver superior service and assure CARE are met.
- Review the progress of goals, strategies, and projects at monthly board meetings.

- Lead effective transition to a new board annually.
- Lead monthly board and chapter meetings; participate in other chapter events/committee meetings as available.
- Lead board and chapter members in affiliating, collaborating and using regional and national resources, including chapter member companies.
- Represent chapter professionally and ethically in all business functions/organizational activities.
- Works with the board to coordinate and co-host end-of-year awards program.
- Write monthly articles for the newsletter.
- Represents chapter professionally and ethically in all business functions/organizational activities
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Consult with the conference planning committee when necessary.
- Create, review and update Standard Operating Procedures (SOPs) related to role.
- Maintain membership in local and national ATD organizations.
- Virtually attend and report on committee activities at most Board meetings.
- Begin recruiting a successor (July/August).
- Participate and assist with planning the annual in-person Board summit (November).
- Manage a fiscally responsible budget.
- Plan educational events, including sharing topics and speaker ideas.
- Collaborate with the Vice-President of Communications to advertise and promote active members to serve on the nominating committee (annually) and Bylaws committee (every two years) on the website and social media.
- Collaborate with the Vice-President of Finance to secure appropriate funding for travel, events and reconcile expenses in a timely manner.
- Attend National Advisors for Chapters (NAC) virtual calls when available.
- Attend quarterly orientation sessions when available.
- Repost and advertise chapter events on social media.

### **A successful President will:**

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- Possess strong assertiveness and collaboration skills.
- Hold themselves accountable.
- Hold others accountable.
- Support the team and step in in the event projects go awry.
- Represent the chapter ethically and responsibly.

### **HELPFUL SKILLS**

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Strong communication skills | Negotiation skills | Assertiveness | Excellent organization skills and leadership ability | Team-building strategies | Detail-oriented | Familiarity with technology, including virtual platforms such as WebEx and Survey platforms such as QuestionPro | Decision-making | Familiarity with Robert's Rule of Order | Reporting | Collaboration | Delegation | Change Management | Recruitment | Budget Design | Accountability | Problem-Solving

## MEETING EXPECTATIONS

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The President is expected to attend all Board meetings, an annual board summit, one ALC (provided funding is available), a minimum of: four chapter learning events, two special interest group events, two quarterly orientation sessions, one National Advisors for Chapters (NAC) call, and one community-based event.

### Resources and References

- [SOS Board of Directors Page](#)
- [SOS Board Governance Page](#)
- [Collaborative Leadership](#)
- [Leadership Competencies](#)
- [Conflict Resolution](#)
- [Chapter Operating Plan](#)
- [Chapter Affiliation Requirements \(CARE\)](#)
- [Embedding Diversity into Chapter Operations](#)

### Email Address:

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