

## **JOB DESCRIPTION**

# **PRESIDENT-ELECT**

### **Position Reports to President**

#### **PURPOSE**

Act as assistant to the President with the purpose of training to assume the office of President the succeeding year; to be exposed to the widest scope of Chapter operations.

#### **REQUIREMENTS**

- ◆ Prepare for, attend, and participate in Board meetings and special events over a three-year time frame (first year as President-Elect, the second year as President, and the third year as Past-President). Term of assignment begins in the fall of preceding year.
- ◆ Attend the ASTD Annual Leadership Conference and International Conference.
- ◆ Advanced management, financial planning, communication, teambuilding, motivational, and problem-solving skills. Ability to delegate and hold individuals accountable.
- ◆ A member in good standing of the Chapter and National ASTD.
- ◆ High degree of time commitment/responsibility (approximately 20 - 25 hours per month).

#### **PRIMARY DUTIES AND RESPONSIBILITIES**

- ◆ Supervise Chapter's Office Services (company retained by ASTD-OC).
- ◆ Lead and serve on the Election Committee to assist in the recruitment of potential Board members to run for election.
- ◆ Assume the duties and responsibilities of the President in his/her absence.
- ◆ Define the scope of a Chapter needs assessment for the coming year.
- ◆ Facilitate planning session(s) with the incoming Board to review (and revise, if necessary) the Chapter's long-term strategic plans.
- ◆ Develop the Chapter Operating Plan including annual objectives and strategies based upon current member needs.
- ◆ Clarify roles and expectations of incoming Board members; create a master calendar of all meetings and events.

#### **FINANCIAL SCOPE**

- ◆ Develop and monitor a realistic operating budget for the Chapter office.
- ◆ Signatory on all Chapter bank accounts.

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### **SKILLS AND COMPETENCIES**

- ◆ Commensurate with President's skills and competencies: strong leadership skills, with understanding of the challenges unique to leading and motivating volunteers at all levels of a non-profit, professional association.
- ◆ High "Emotional Intelligence" traits, such as ability to facilitate and achieve consensus among diverging viewpoints and stakeholders.
- ◆ Program and project management skills.
- ◆ Familiarity with, or strong willingness to learn, current, widely used collaboration tools such as Google Apps, GoToMeeting, and so on.

### **SUPERVISES**

- ◆ Board Members, in absence of President.
- ◆ External paid Chapter Administrator.

### **OTHER**

- ◆ Additional related duties as required.