

ASTD GREATER ATLANTA CHAPTER  
OFFICER POSITION

**TITLE:** PRESIDENT - ELECT

**TIME OF SERVICE:** One year (elected), with two additional years as President and Senior Advisor

**REPORTING RELATIONSHIPS:** Reports to President

**MANAGES:** Leadership Development Chair

**WORKS WITH:** Critical contacts both in ASTD and externally; Executive Board and Board of Directors, Chapter Administration

**GENERAL FUNCTION:**

- Acts as a voting member of the Executive Board and is responsible for contributing information about and making decisions on Chapter policies and procedures.
- Prepares for his/her year as President by learning in-depth the needs, operations, concerns, and problems of the Chapter and by developing other leaders.
- Contributes to the strategic direction of the Chapter as a member of the Board of Directors.

**LEADERSHIP RESPONSIBILITIES:**

- Establish goals to support Chapter mission, vision, and strategies.
- Determine necessary committee structure to accomplish annual goals.
- Recruit and orient Committee Chairs.
- Help Chairs to understand how their role impacts the Chapter as a whole by communicating goals and plans.
- Communicate regularly with Chairs to hold accountable for meeting goals.
- Create and submit budget by the indicated deadlines and adhere to budget throughout term.
- Be familiar with the Constitution Bylaws and policies and procedures.
- Attend Executive Board and Board of Directors meetings as a voting member.
- Attend Chapter meetings on a regular basis.
- Act as liaison between Executive Board and committees to support decision-making and conflict resolution.
- Maintain confidentiality of ASTD business matters.
- Be a positive representative of ASTD.
- Track time and resources used to meet goals to be used for future planning.

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**AREA RESPONSIBILITIES:**

- Work with Leadership Development Chair to plan leadership development strategy and implementation.
- Coordinate with the Nominations Chair on viable candidates for upcoming election.
- Work with President and other Chapter leaders to assist in the achievement of goals.
- Preside at meetings in the absence of the President.
- Oversee the CORE submission to National timely.
- Manage the transition of newly-elected Executive Board Members into their positions during the final quarter by guiding:
  - Goals and objectives-setting process,
  - Selection and approval of all Chairs, and
  - Formulation of a budget for the coming year.

**QUALIFICATIONS:**

- Knowledge of ASTD.
- Previously held Executive Board position, extremely helpful.
- General knowledge of associations.
- Management and leadership experience.
- Strategic planning ability to visualize current and future organizational needs and to create strategies to solve problems and accomplish goals.
- Member of Local and National ASTD.
- Ability to recruit and motivate volunteers.

**COMMITMENT REQUIRED:**

- 4 hours annually for planning.
- 3 hours monthly for Executive Board meetings.
- 2 hours quarterly for Board of Directors meetings.
- 3 hours monthly for chapter and SIG/GIG meetings.
- 15 additional hours per month to perform specific duties of this area and to lead volunteers.