

## Chapter President

### Position Summary:

The Chapter President has executive responsibility to provide the vision, structure, culture and environment to enable the Florida Suncoast Chapter to meet the mission and goals created as a team. As the chief executive officer of the Chapter, the President is responsible for managing the Chapter in accordance with these bylaws and the laws of the State of Florida. The President presides at and sets the agenda for all Chapter meetings (except as noted in Article VI Section 2 of the bylaws), Chapter Board and Extended Board meetings, and Executive Committee meetings. The President appoints the chapter Secretary, all Directors and Special Advisors. The President is an ex-officio member of all Chapter committees.

The primary functions of the President are to:

- Provide leadership to enable Board to succeed by meeting team established goals
  - Adherence to the national ATD CARE requirements
- Provide expertise to enable overall health of the Chapter
- Take responsibility for the chapter's success

The President supports all Board Members and interacts within the Board as a member of the team, making decisions by consensus. There may be times when the President will be required to make executive decisions.

**Term:** One year, elected. The presidency is usually a three-year commitment, as shown below, but may be modified based on the availability of chapter members willing and able to stand for office and serve.

- Year 1 – President-Elect: one year, elected; automatically placed on the ballot as a candidate for President the next year
- Year 2 - President: one year, elected; automatically becomes Immediate Past President the next year
- Year 3 - Immediate Past President: one year, unelected; this is the only non- voting Board office that is not elected by the members.

### Supported By:

The positions that the President is supported by include all Board Members and all Extended Board Members.

### Requirements:

- Basic ATD Involvement
  - Available in the local Tampa Bay area
  - Chapter member (same local chapter) in good standing
- Strategy & Operations
  - Understand and support the Chapter's vision, mission, and goals; communicate these objectives to the Chapter; and make sure that the chapter's mission is fulfilled by the Chapter Board
  - Understand the operational processes and procedures of the chapter for all positions
  - Understand bylaws
- Communication & Support
  - Effective verbal communication, leadership, diplomacy, personal interaction, problem-solving and meeting management

- Identify, prioritize and pursue several personally meaningful near-term objectives/goals for the year that can influence and strengthen the chapter's long-term success
  - Presidential priorities should closely align with the Chapter's goals, be actionable, and, where relevant, build on past success
  - Successfully accomplish presidential goals contribute to the continuing evolution of a dynamic and relevant chapter that serves its members current and future needs
- Establish and maintain effective processes, policies and procedures that enable the board to serve members effectively
- Leadership
  - Ability to lead a committee, delegate tasks, and monitor progress
  - Ability to build, motivate, and lead a team of volunteers
  - Ability to plan, organize, and evaluate chapter activities
  - Ability to fill in where other Board positions are struggling, need assistance, or where positions are unfilled
- Financial
  - Demonstrated experience in budget design and accountability desired
- Project Management
  - Demonstrated ability to manage projects
- Professionalism
  - Ability to represent chapter professionally and ethically in all business functions/organizational activities.
  - Act as the ATD brand ambassador (both as National ATD and local chapter) to promote ATD and the Chapter's vision and mission
- Time available to fully participate in most chapter programs and board meetings
  - See chapter bylaws for most up to date requirements for board meeting attendance and repercussions if unable to fulfill

**Perks of Role:**

- All Chapter Leader Conference (ALC) Registration and limited travel and lodging covered by chapter
- ATD National Membership paid for by chapter
- ATD Chapter Regular monthly events free of charge

**Time Commitments and Responsibilities:**

Time commitments and responsibilities are broken up below into an initial time on task, then weekly, monthly, and annual time on task.

<b>Initial Tasks</b> <i>Approx 6+ hours</i>	
Google Email <i>(1 hour)</i>	<ul style="list-style-type: none"> <li>● Add picture</li> <li>● Setup signature line</li> <li>● Create out of office messages</li> </ul>
Google Drive <i>(1 hour)</i>	<ul style="list-style-type: none"> <li>● Familiarize self with Google Drive folder/docs</li> <li>● Ensure all board is aware of them and how to access them</li> </ul>
Bylaws <i>(1 hour)</i>	<ul style="list-style-type: none"> <li>● Familiarize self with bylaws</li> </ul>
Social Media <i>(1 hour)</i>	<ul style="list-style-type: none"> <li>● Follow chapter and national social media channels</li> </ul>
Wild Apricot <i>(2 hours)</i>	<ul style="list-style-type: none"> <li>● Get crash course in Wild Apricot software membership, events, reporting, etc.</li> <li>● Learn how to sign up for events and pay</li> <li>● Perform basic reporting from Wild Apricot</li> <li>● Provide appropriate content copy and proofreading of the website to ensure accuracy and up-to-date information is provided to members</li> </ul>

<b>Weekly Tasks</b> <i>Approx 6+ hours</i>	
Social Media <i>(1 hour)</i>	<ul style="list-style-type: none"> <li>● Share/retweet all relevant ATD chapter social media posts with your network</li> <li>● Like all relevant ATD chapter social media posts</li> </ul>
Chapter Board Communications <i>(5-8 hours)</i>	<ul style="list-style-type: none"> <li>● Provide encouragement, support, resources, and feedback to individual Board members, especially the President-Elect               <ul style="list-style-type: none"> <li>○ Actively groom the President-Elect by meeting on a regular basis to discuss, think through, decide and act on chapter business</li> </ul> </li> <li>● Communicate with other Board members by email, phone and face-to-face meetings about planned and unplanned chapter business</li> </ul>

<b>Monthly Tasks</b>

<i>Approx 9+ hours</i>	
CARE <i>(1-2 hours)</i>	<ul style="list-style-type: none"> <li>● Oversee all ATD Chapter Affiliate Requirements (CARE; formerly CORE) requirements and ensure adherence to the requirements               <ul style="list-style-type: none"> <li>○ Advise the President-Elect on completing the chapter's CARE submission</li> </ul> </li> </ul>
Chapter Events <i>(4-6 hours, plus travel)</i>	<ul style="list-style-type: none"> <li>● Serve as host and lead the monthly chapter meetings/events</li> </ul>
Chapter Board Meeting <i>(2-3 hours)</i>	<ul style="list-style-type: none"> <li>● Prepare Chapter Board agenda, request and review all committee monthly status reports, prepare for meeting, including reviewing in detail the financial reports, lead the Chapter Board meeting, submit all committee reports to the Secretary to publish with the Board Meeting Minutes</li> <li>● Lead monthly Chapter Board meetings; prepare Board agenda, request and review all committee monthly status reports, prepare for meeting, including reviewing in detail the financial reports, lead the Chapter Board meeting, submit all committee reports to the Secretary to publish with the Board Meeting Minutes               <ul style="list-style-type: none"> <li>○ Keep abreast of current activities and challenges affecting the Board by reviewing committee status reports; assist those officers or issues in need of help</li> <li>○ Review the progress of goals, strategies, and projects at monthly Board meetings</li> </ul> </li> </ul>
NAC calls/meetings <i>(1 hour)</i>	<ul style="list-style-type: none"> <li>● Attend national ATD leadership calls/meetings</li> </ul>
Newsletter <i>(1 hour)</i>	<ul style="list-style-type: none"> <li>● Write monthly article for the Chapter Newsletter</li> </ul>

<b>Annual Tasks</b> <i>Approx 6+ days</i>	
All Leaders Conference (ALC) - National <i>(3 days)</i>	<ul style="list-style-type: none"> <li>● Attend ALC, typically in the fall</li> <li>● Participates in Chapter Leader Day at ALC</li> </ul>
Succession Planning - Chapter <i>(1+ day)</i>	<ul style="list-style-type: none"> <li>● Recruit and mentors potential Board candidates to ensure the future of the chapter</li> <li>● Lead effective transition to a new board annually</li> </ul>
Strategic and Operational Annual	<ul style="list-style-type: none"> <li>● Set annual goals for managing chapter administration in collaboration with the board</li> </ul>

Planning Session(s) - Chapter <i>(1+ day)</i>	
ASCEND Annual Conference - Chapter <i>(1 day)</i>	<ul style="list-style-type: none"> <li>● Assist as needed with the annual conference (unless Board votes to not hold an annual conference)</li> </ul>

#### **ATD Resources**

- Chapter Leader Community (CLC)
  - <https://www.td.org/chapters/clc>
- National Advisors for Chapters (NAC):
  - <https://www.td.org/chapters/clc/national-advisors-for-chapters>
- Chapter Affiliation Requirements(CARE)
  - <https://www.td.org/chapters/clc/care>
- Sharing Our Success (SOS)
  - <https://www.td.org/chapters/clc/sos>
- Leader Connection Newsletter (LCN)
  - <https://www.td.org/chapters/clc/lcn>
- Toolkits
  - <https://www.td.org/chapters/clc/toolkits>