

## President – Elect

Perform all duties of President – Elect as outlined in the by-laws. Assists the chapter President in performance of chapter management duties, automatically succeeding to President, participates in the recruitment of board members to lead the chapter in the succeeding year.

### Roles & Responsibilities

- Assume duties of President when absent from board meetings or chapter meetings
- Assist the President with chapter organization and management, clarifying board/committee responsibilities and encouraging the best use of chapter resources
- Support the President in overseeing sound financial status of chapter by monitoring monthly budget reports
- Work with the President to establish productive relationships with ATD affiliates and chapter member companies
- Participate in the development and implementation of short-term and long-term strategic planning
- Lead succession planning of recruiting new board members and managing the chapter's succession process
- **Oversee the yearly CARE reporting requirement and functions as the main point of contact for ATD on all CARE-related communications ~ CARE**
- Monitor/report results of needs assessments and satisfaction surveys and conveys member suggestions to board and membership. Uses results to support strategic planning and goal-setting for succeeding year
- Lead the chapter's vision, mission, and direction planning process at annual transition meeting and is prepared to communicate and gain chapter member commitment
- Represent the chapter professionally and ethically in all business functions and organizational activities
- Attend and participate in monthly board and chapter meetings
- Participate in other chapter events, committee meetings, and regional conferences as available

### Daily Tasks

- Check all email tabs/locations at info@atdlasvegas.org

### Weekly Tasks

- Follow up with other Board Members as needed
- Upload new documents to Google Drive as needed

### Monthly Tasks

- Attend monthly Board Meetings
- Develop agenda for monthly Board Meetings
- Prepare Board Meeting Minutes
- **Talk about Power Membership at each Board meeting ~ CARE<sup>A</sup>**

### Annual Tasks

- **Mission, vision and bylaws align with those of ATD including ATD brand identity guidelines ~ CARE**
- **Share with members the annual report at each State of the Chapter meeting in January ~ CARE**
- **Maintain written position descriptions for elected chapter Board members ~ CARE**
- **Chapter members participate in the nomination and election of the chapter Board ~ CARE**
- **Submit a current Board roster in Excel format with CARE submission ~ CARE**
- **Submit a current membership roster in Excel format to ATD Chapter Services with CARE submission ~ CARE**
- **Board meets at least once per quarter and makes meeting minutes available to members ~ CARE**
- **Share best practices on joint membership with chapter leaders by presenting on NAC area calls, submitting an SOS, or presenting at ALC ~ CARE<sup>A</sup>**
- **Complete a risk management assessment and operational plan with all Board Members ~ CARE**
- **Maintain joint chapter/ATD membership and participate in ATD leadership development opportunities ~ CARE**