

## President

Perform all duties of President as outlined in the by-laws. 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.

### Roles & Responsibilities

- **Oversee all CARE requirements and ensure adherence to the requirements ~ CARE**
- Provide encouragement, support, resources and feedback to individual Board members
- Validate vision and mission and goal setting
- Establish and maintain effective processes and communication to enable the board to serve members effectively
- Assure board and business operations function effectively to understand member needs and deliver superior service
- 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 as available
- Lead board and chapter members in affiliating, collaborating and using regional and national resources, including Chapter member companies
- Represent the chapter professionally and ethically in all business functions and organizational activities
- Participate in other chapter events, committee meetings, and regional conferences as available
- Attend and participates in monthly board meetings, chapter meetings, ATD International Conference & Exposition, and ATD Chapter Leaders Conference (ALC)

### Daily Tasks

- Check all email tabs/locations for 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**

