|  |
| --- |
| President-Elect |
| Foundational Competencies | The President-Elect shall have a high level of knowledge of the following Talent Development Areas of Expertise. The purpose is to represent these Areas of Expertise when conducting primary board duties. These areas include the following:* *Change Management*
* *Knowledge Management*
* *Coaching*
* *Performance Improvement*
 |
| Board Member Responsibilities | The following are primary responsibilities that every Board Member must adhere to:* *Be an active, productive and positive Board Member with the focus of supporting and advancing the mission of the Chapter*
* *Promotes the Chapter by building member value into events as well as among external professionals, professional organizations and by participation in trade shows as appropriate.*
* *Participates in the development of a retention / recruitment strategy designed to maintain on-going contact with Chapter members.*
* *Attends Chapter meetings regularly and if absent; assign a proxy in your absence.*
* *Assist in the creation of policies and procedures in support of Chapter operations*
* *Assist in the development and approval of a strategic plan.*
* *Assist in the creation and execution of an annual operations plan, annual budget.*
* *Perform other functions as needed in support of the Chapter.*
 |
| Primary Responsibilities | The President-Elects primary responsibilities include the following:* *Acts as President in the President’s absence.*
* *Carries out special responsibilities as assigned by the President.*
* *Coordinates an annual Chapter customer satisfaction/needs assessment/survey and, presents findings to the Board.*
* *Appoints and chairs budget committee to develop Chapter budget for coming year.*
* *Orientates newly elected Board Members by providing information on primary duties and responsibilities.*
* *Assist in developing, preparing, reviewing and updating strategic goals.*
* *Promotes the ATD Chapter internally by building member value into events as well as among external professionals, professional organizations and by participation in trade shows as appropriate.*
* *Participates in development of a retention/recruitment strategy designed to maintain on-going contact with Chapter members.*
* *Plans to attend Chapter meetings in support of the event, or designate a representative when absent.*
* *Attends Board meetings, make recommendations for Chapter improvement and report items requiring Board action.*
* *Prepares and distributes to the board a comprehensive Board report including items requiring action, statistics and activities for the month.*
* *Formulates an annual budget request for the area of responsibility.*
* *Develops a succession plan by identifying qualified candidates, then selecting, training and coach/mentor the candidate. Creates committee and recruit committee members as needed. Maintains role/responsibility files. Pass files to successor at completion of term.*
 |