

President-Elect

Position Description

The President-Elect acts for the President in the President's absence. This position assists the President in the performance of Chapter management duties. The President-Elect automatically succeeds to President; therefore, this position serves as preparation to fulfill responsibilities related to the presidency.

Essential Duties and Responsibilities

- Prepare to succeed to President upon expiration of President's term or upon resignation, incapacity, or death of President.
- Assume duties of the presidency when acting President is absent from Board meetings, chapter meetings, and/or other events, functions, etc.
- Assist President with chapter organization and management, assisting with Board and/or committee responsibilities as needed and encouraging best uses of Chapter resources.
- Chair the Nominating committee to lead succession planning including recruiting new Board members, managing the process, and overseeing Chapter election process to be concluded within timeframe as stated in Bylaws.
- Plan and facilitate annual Strategic Planning meeting and transition to new Board.
- Serve on Financial Review Committee to conduct a financial review at least annually and report findings to the Board, which will also be published for Chapter membership.
- Send roster of leaders and Chapter contact information to ASTD National for upcoming year.
- Work with President to ensure adherence to all CORE requirements.
- Update job descriptions for all Board positions and for other Chapter-related positions. Develop additional job descriptions as needed and get final approval from Board.
- Serve as Board liaison for functioning Geographic Interest Groups (GIG) and Specific Interest Groups (SIG).
- Provide support to all Board members and members-at-large as well as to standing Board committees and ad hoc membership groups.
- Other responsibilities as noted in Chapter Bylaws, specifically:
 - ✓ appoint replacements to Board when positions are left vacant
 - ✓ call for and preside over Special Meetings of the Chapter as needed
 - ✓ stay abreast of changes to state laws affecting the Chapter and its governance

Qualifications

- Able to serve as Past-President for a term of one year directly after completing presidency.
- National member of ASTD and a member in good standing of the Midlands ASTD Chapter.
- Able to serve in position for a term of one year with possibility of re-election for an additional term.
NOTE: President-Elect and Past President's positions are extended automatically in the event that the current serving President is re-elected for an additional term.
- Time available to attend Board meetings and Chapter meetings as specified in Bylaws. Includes time available to chair committee meetings, participate in preparation for special events, etc.
- Partner with and support corresponding Geographic Interest Group (GIG) position as applicable.

- Assist the Nominating Committee by recruiting members for Board positions. Recruitment suggestions may also extend to standing committees, and other ad hoc groups/committees. Train replacement to assume role.
- Ability to build, motivate, and lead a team of volunteers.
- Ability to plan, organize and evaluate activities required by position.
- Ability to complete projects and goals within established timeframes.
- Working knowledge of computers and software applicable to position (e.g., Word, Excel, PPT, email, etc). Some positions (e.g., Treasurer, Membership Chair) also require use of other specific software.