

President

Position Description

As the Chief Executive Officer of the Chapter, the President is responsible for managing the Chapter in accordance with the Chapter's Bylaws and the laws of South Carolina. The President provides leadership to enable the Board of Directors to succeed in meeting their established goals and the overall mission of the Chapter. This position is also responsible for adherence to CORE. The President presides at, and sets the agenda for meetings of the Board of Directors and membership meetings, except for Special Meetings of the Chapter when the President has a conflict of interest regarding the reason such a meeting is called.

Essential Duties and Responsibilities

- Oversee all CORE requirements and ensure adherence to them.
- Provide support to all Board members and members-at-large as well as to standing Board committees and ad hoc membership groups.
- Work closely with the President-Elect to prepare individual to assume chapter presidency.
- Establish and maintain effective processes and communication to enable Board to operate efficiently and to serve membership effectively. Includes encouraging affiliation with National groups (e.g., ASTD Southeast Chapter Leader Calls), and use of National resources (e.g., website, conferences, etc).
- Assure all Board and membership business operations function effectively.
- Lead annual reviews of Risk Matrix, Chapter Bylaws, established retention schedules as applicable, and all other Chapter contracts and agreements.
- Identify membership needs and deliver excellent service.
- Preside over Chapter Board meetings, Special Meetings of the Chapter, and general member meetings in accordance with Roberts Rules of Order.
- Schedule regular meetings of the Chapter's Board of Directors in accordance with Chapter Bylaws, Article III, Section F.
- Prepare for Board meetings by requesting agenda items, reviewing previous meeting minutes, and outstanding action items and tabled discussions. Include regular reviews of goals, strategies, and projects.
- 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
 - ✓ cast any tie-breaking votes at meetings 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.