

Board of Directors Role

**Position Title: President Elect**

Term: 1 year

Reports To: President

Voting Position: Yes

Supervisory Duties: No

Committee Members: No

Executive Committee: Yes

Board Appointed: Yes

Membership Appointed: Yes

**Description:**

The President Elect is primarily responsible for the development of talent and succession planning for the chapter.

**Time Commitment:**

15 to 20 hours per month

**Key Competencies:**

Talent Development, Leadership Development,

Coaching, Communication, Collaboration, Teamwork

**Primary Responsibilities:**

* Develop and communicate strategy and plan for talent recruitment, development and succession planning for chapter
* At each Board meeting, discuss potential talent that should be nurtured for future/ potential leadership roles
* Motivate and inspire Board members to be regularly involved with scouting, identifying and developing talent for the Board
* Ensure that any open Board positions (including Manager-level, Coordinator level and other positions) are communicated through the website, monthly newsletter and chapter meetings
* Meet with each Board member to ensure their position descriptions are accurate/ updated before advertising for open Board positions
* Manage the Board application process
* Determine collaboratively with the Executive Committee the criteria for selection
* Manage communication with applicants about the status of their application
* Ensure that every Board member updates the Onboarding packet for their role prior to a successor being named
* Implement the New Board member onboarding process
* Work closely with the President to learn and onboard for the President role

**Success Measures:**

* Strategy for talent recruitment, development and the current year’s succession plan presented by March board meeting
* Potential talent is discussed at each Board meeting
* All position descriptions are revisited 1x per year and kept regularly updated
* All open positions are posted on the website and communicated through the newsletter
* Applications for voting Board positions are collected by the 3rd week of September
* Board members are selected and notified by mid-October; new Board members attend November and December Board meetings

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| **Privileges:** | **Additional Expectations:** |
| Free monthly chapter meetings | Member of ASTD Puget Sound chapter for term |
| Voting member of the Board | Member of ASTD National for term |
| 100% reimbursement of local chapter membership dues during year 2  $100 reimbursement for National membership | Attend monthly Board Meetings  Attend monthly Executive Committee meetings  Attend Board retreats (semi-annually)  Post comments/ engage in chapter’s social media  Provide annual budget numbers |
|  | Meet success measures listed above  Actively seek and develop leaders as potential successors for this role in the future  Attend ALC conference |
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