

**ASTD GREATER ATLANTA CHAPTER
OFFICER POSITION**

TITLE: President

TIME OF SERVICE: One year (elected) as President and one year as Senior Advisor and serves on both the Board of Directors and Executive Board

REPORTING RELATIONSHIPS: Reports to Electorate and Chair of Board of Directors

MANAGES: Vice Presidents, Chapter Manager, Awards Chair, and other specified positions and Chairs (Employee Learning Week Chair)

WORKS WITH: All local members, National representatives, local and regional workplace learning associations (GASA, HRLF, ISPI, NAAAHR, SEAF, SHRM and TAG) and the business community

GENERAL FUNCTION:

- Provides leadership and effective management practices that will ensure the establishment and accomplishment of chapter goals.
- Contributes to the strategic direction of the Chapter as a member of the Board of Directors.

LEADERSHIP RESPONSIBILITIES:

- Work with the Executive Board and Board of Directors to establish the Chapter's annual goals, objects and themes.
- Schedule, create agenda, and preside over meetings of the Executive Board.
- Preside over business meetings at monthly programs.
- Review job description of each officer position and ensure that objectives are set for each position annually.
- Effectively coordinate all administrative activities of the Executive Board.
- Monitor and coach the performance of Executive Board Members.
- Manage the Chapter Manager and deliver annual review.
- Authorize all expenditures in excess of approved budget.
- Appoint, or designate the authority to appoint, all special committees.
- Be the Chapter liaison for ASTD National affairs.
- Ensure the chapter is adequately represented at official ASTD functions or meetings.
- Provide consultation, implement activities, and maintain records related to CORE.
- Attend committee meetings/events when appropriate.
- Write the President's feature article for the newsletter.
- Disseminate ASTD National information to the Executive Board and Board of Directors.

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- Participate in the strategic planning and succession planning processes as directed by the President-Elect.
- Sign any contracts legally obligating the Chapter.

QUALIFICATIONS:

- Knowledge of ASTD
- Previously held Executive Board position.
- General knowledge of associations.
- Management and leadership experience.
- Strategic planning ability to visualize current and future organizational needs and to create strategies to solve problems and to accomplish goals.
- Member of Local and National ASTD.
- Ability to recruit and motivate volunteers.

ESTIMATED TIME REQUIREMENT:

- 4 hours annually for planning.
- 3 hours monthly for Executive Board meetings.
- 2 hours quarterly for Board of Directors meetings.
- 3 hours monthly for chapter and SIG/GIG meetings.
- 40 additional hours per month to perform specific duties of this area and to lead volunteers.