

Board of Directors Role

**Position Title: Past President**

Term: .5 year

Reports To: N/A

Voting Position: Yes

Supervisory Duties: No

Committee Members: No

Board Appointed: No

**Description:**

The past president serves in an advisory role and provides guidance as a knowledgeable member of the board to the president, president elect, and chapter as a whole. The past president advises on past practices and operations in accordance with the chapter bylaws.

**Time Commitment:**

5-7 hours/month for six months following tenure as president

**Key Competencies:**

Coaching and Developing Others, Teamwork, Communication

**Primary Responsibilities:**

* Serves as acting president if both the President and President Elect are unavailable
* Supports the President and President Elect in achieving chapter goals
* Attends monthly board meetings
* Attends monthly executive committee meetings
* Advises board of directors on relevant issues
* Participates in development and implementation of short-term and long-term strategic planning for the chapter
* Participates in succession planning, including recruiting new board members

**Committee Members/ Direct Reports (Volunteers):**

* None

**Success Measures:**

* Successor is properly onboarded to the role

|  |  |
| --- | --- |
| **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 |
| Voting member of the Executive Committee | Attend monthly Board Meetings  |
| Free lifetime membership of local chapter | Attend Board retreats (semi-annually) |
| $100 reimbursement for National membership | Post comments/ engage in chapter’s social media |
|  | Provide annual budget numbers |
|  | Meet success measures listed above |