

Board of Directors Role

**Position Title: President**

**Term: 1 year**

**Reports To: Board of Directors**

**Voting Position: Yes**

**Supervisory Duties: Yes**

**Committee Members: No**

**Board Nominated: Yes**

**Membership Elected: Yes**

**Description:**

The President has executive responsibility to provide the vision and strategy to enable the Chapter to its mission and goals.

**Time Commitment:**

20 hours per month. Time commitment may increase during the months of January and June due to board retreats.

**Key Competencies:**

Leadership Ability, Association Management Skills, Teamwork and Commitment to Chapter Excellence.

**Primary Responsibilities:**

* Follows ASTD National guidelines for CORE requirements and submits CORE contact information by the August deadline and submits the annual CORE report by the January 31st deadline.
* Establishes the strategic vision and direction for the chapter and board for the year.
* Facilitates monthly Executive Committee Meetings and Monthly Board Meetings.
* Communicates effectively with all board members, providing coaching and

mentoring when needed.

* Ensures the board is following sound business management practices.

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

* Senior Office Administrator, Past President, President-Elect, Director of Finance, Director of Research, Director of Membership, Director of Communications, Director of Programming, Director of Special Events and Manager of Public Policy (may oversee other board members in the instance of open Director positions.

**Success Measures:**

* CORE submission is completed no later than January 31 and all requirements are met
* Meets the 18 elements of CORE requirements
* Strategic business objectives for the year (financial, membership growth, program delivery, succession planning) have been met
* Board of Directors meet on a monthly basis and meetings are focused on strategic plan
* Submits a monthly President’s Message for the newsletter
* Creates and communicates vision for the year for the chapter and focus areas

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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 |
| Free lifetime membership of local chapter  $100 reimbursement for National membership | Facilitate monthly Executive Committee meetings  Facilitate monthly Board Meetings |
|  | Facilitate Board retreats (semi-annually) |
|  | Post comments/ engage in chapter’s social media  Identify and develop leaders for Board roles  Meet success measures listed above |
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