

JOB DESCRIPTION

PAST PRESIDENT

Position reports to President

PURPOSE

Serve as an advisor to the current President, as requested, and provide chapter history and support to Board members and the Chapter.

REQUIREMENTS

- ◆ Served as previous year's President.
- ◆ A member in good standing of the Chapter and National ASTD.
- ◆ Time commitment/responsibility (approximately 6-15 hours per month).

PRIMARY DUTIES AND RESPONSIBILITIES

- ◆ Install the new Board of Directors, per Installing Board Members.
- ◆ Attend and participate in monthly Board meetings and monthly chapter meetings. Participate in other chapter events, committee meetings and conferences, as available.
- ◆ Assist President in running Board meetings, as necessary.
- ◆ Participate in strategic planning and leadership development within the Chapter.
- ◆ Advise Board Members on history of chapter and rationale behind previous Board's decision making.
- ◆ Serve for vacant Board Member positions, as requested by the President.
- ◆ Provide encouragement, support, resources, and feedback to individual Board members and other volunteers, as requested.
- ◆ Serve on the Leadership Election Committee for the recruitment of the upcoming Board and oversee the election process, per *Overseeing the Election Process* and *Upholding Election Rules and Balloting Process*.

FINANCIAL SCOPE

- ◆ Participate in the financial management and decision making for the Chapter.
- ◆ Serve as a signatory for bank account.

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SKILLS AND COMPETENCIES

- ◆ Strategic and financial planning.
- ◆ Leadership, ability to build and lead a team, ability to influence and motivate
- ◆ Communication, problem-solving and conflict resolution skills.
- ◆ Ability to delegate and hold individuals accountable.

SUPERVISES

- ◆ Leader of the Training Management Meet Up (TMMU)
- ◆ Election Committee (if no other member assumes this role)
- ◆ Other outreach positions, as inspired

OTHER

- ◆ Contribute on an ad-hoc basis to Chapter communications, including but not limited to:
 - Chapter Blog
 - Chapter eNewsletter
 - Chapter Social Media sites
- ◆ Additional related duties as required.