

JOB DESCRIPTION

PRESIDENT

PURPOSE

To lead and direct the organizational management for the Board of Directors, committees, and Chapter members.

REQUIREMENTS

- ◆ Must have served on the ASTD-OC board for a minimum of 2-years or has served as a Past-President of another ASTD Chapter.
- ◆ Advanced management, financial planning, communication, teambuilding, motivational, and problem-solving skills. Ability to delegate and hold individuals accountable.
- ◆ A member in good standing of the Chapter and National ASTD.
- ◆ High degree of time commitment/responsibility (approximately 20 - 25 hours per month).

PRIMARY DUTIES AND RESPONSIBILITIES

- ◆ Preside at all Board and Chapter meetings; may be called upon to preside at or attend other events or meetings upon request.
- ◆ Manage progress with Board toward agreed-upon objectives and strategies.
- ◆ Provide encouragement, support, resources, and feedback to individual Board members.
- ◆ Team with CFO to carefully manage Chapter finances.
- ◆ Seek out and develop opportunities for continuous improvement of operational structures, standards, and processes.
- ◆ Build and maintain relationships with leadership of related professional organizations (other ASTD chapters, ISPI, PIRA, ODN, NHRA, etc.).
- ◆ Serve as primary liaison with ASTD National.
- ◆ Attend the ASTD Annual Leadership Conference and International Conference.

FINANCIAL SCOPE

- ◆ Overall financial management and decision making for the Chapter.
- ◆ Signatory on all Chapter bank accounts.

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SKILLS AND COMPETENCIES

- ◆ Strong leadership skills, with understanding of the challenges unique to leading and motivating volunteers at all levels of a non-profit, professional association.
- ◆ High “Emotional Intelligence” traits, such as ability to facilitate and achieve consensus among diverging viewpoints and stakeholders.
- ◆ Program and project management skills.
- ◆ Familiarity with, or strong willingness to learn, current, widely used collaboration tools such as Google Apps, GoToMeeting, and so on.

SUPERVISES

- ◆ Board Members, directly.
- ◆ Teams and committees, indirectly.
- ◆ External paid Chapter Administrator, in the absence of a President-Elect.

OTHER

- ◆ Additional related duties as required.