

Board of Directors Role

Position Title: **President Elect**

Description:

The President Elect is primarily responsible for the development of talent and succession planning for the chapter.

Time Commitment:

15 to 20 hours per month

Key Competencies:

Talent Development, Leadership Development, Coaching, Communication, Collaboration, Teamwork

Term: 1 year

Reports to: President

Voting Position: Yes

Supervisory Duties: No

Committee Members: No

Executive Committee: Yes

Board Appointed: Yes

Membership Appointed: Yes

Primary Responsibilities:

- Develop and communicate strategy and plan for talent recruitment, development and succession planning for chapter
- At each Board meeting, discuss potential talent that should be nurtured for future/ potential leadership roles
- Motivate and inspire Board members to be regularly involved with scouting, identifying and developing talent for the Board
- Ensure that any open Board positions (including Manager-level, Coordinator level and other positions) are communicated through the website, monthly newsletter and chapter meetings
- Meet with each Board member to ensure their position descriptions are accurate/ updated before advertising for open Board positions
- Manage the Board application process
- Determine collaboratively with the Executive Committee the criteria for selection
- Manage communication with applicants about the status of their application
- Ensure that every Board member updates the Onboarding packet for their role prior to a successor being named
- Implement the New Board member onboarding process
- Work closely with the President to learn and onboard for the President role

Success Measures:

- Strategy for talent recruitment, development and the current year's succession plan presented by March board meeting
- Potential talent is discussed at each Board meeting
- All position descriptions are revisited 1x per year and kept regularly updated
- All open positions are posted on the website and communicated through the newsletter
- Applications for voting Board positions are collected by the 3rd week of September
- Board members are selected and notified by mid-October; new Board members attend November and December Board meetings

Privileges:

Voting member of the Board
100% reimbursement of local chapter membership dues during year 2
\$100 reimbursement for National membership
Position listed on your resume and LinkedIn profile
Opportunity to connect with ATDps members

Additional Expectations:

Member of the ATD Puget Sound chapter for term
Member of ATD National for term
Attend monthly Board Meetings
Attend monthly Executive Committee meetings
Attend Board retreats (semi-annually)
Post comments and engage in chapter's social media and online community (slack)
Meet success measures listed above
Actively seek and develop leaders as potential successors for this role in the future
Attend ALC conference