

# Past President

## Position Summary

The past president serves in an advisory role to the president, president elect, and chapter as a whole, and provides guidance and expertise as a knowledgeable member of the board. He/She advises on past practices and operations in accordance with the chapter bylaws. Upon request, he/she assists officers in performing their duties.

## Terms

One Year.

This position will follow immediately after completion of the President position. Board members shall be elected to serve terms of one year, but no more than three consecutive terms. Board members may stand for re-election to the same board position, but no more than three consecutive terms. Terms may be extended to address a business need and approved by the Board of Directors

## Estimated Time Requirement

Activity	Hours
Communicate with the Current President and President-Elect offering guidance, input and assistance for leading the organization	8-10
Serve on the Executive Committee	4-5
Sits on the Nominating Committee, to prepare for succeeding Board	4-5
Author Blog/Newsletter	1-2
Attend 6 Board Meetings (every other month) [2.0 * 6]	1-2
Attend 6 Member Events (every other month) [3.0 * 6]	1-3
Annual Estimate of Hours	~52

## Functional Responsibilities

### Chapter Leadership

- Serves as acting president if both the president and president elect are unavailable
- Supports the president and president elect in achieving chapter goals
- Advises chapter officers on relevant issues

### Planning/Strategy

- Participates in the development and implementation of short-term and long-term strategic planning for the chapter
- Participates in succession planning, including recruiting new board members
- Ensures that successors for all positions are identified and properly trained in advance of assuming the position

### Chapter Excellence Awards

- Prepares submissions for Chapter Excellence Award nominations, if applicable

**Board Role**

- Attends all monthly membership and board of directors meetings
- Attends the ATD International Conference and Exposition and ATD Chapter Leadership Conference (ALC) as a representative of the chapter

**Board Duties (as per Bylaws)**

- Establishing and implementing policies and procedures for the operation of the chapter to Ensure National Chapter Operating Requirements (CORE) compliance;
- Approving the strategic plan, the annual plan, and the budget;
- Approving categories of membership;
- Authorizing committees of the Chapter; and
- Performing other functions as appropriate for the Board of Directors

**Qualifications/Skills**

- Board members are required to maintain membership in ATD (National).
- Board members are required to maintain membership in ATD (NM Chapter).
- Commitment to the chapter mission, vision, strategy, and goals
- Commitment to full participation in board meetings and chapter events
- Commitment to serve as an advocate for NM ATD Chapter
- Strong written and verbal communication skills
- Strong delegation and follow-through skills

**Resources**

[Chapter Relations Manager \(CRM\)](#)

[National Advisors for Chapters \(NAC\)](#)

[Chapter Affiliation Requirements \(CARE\)](#)

[Sharing Our Success \(SOS\)](#)

[Chapter Leader Community \(CLC\)](#)

[Leadership Connection Newsletter \(LCN\)](#)

[Toolkits](#)

[Chapter Leader Webcasts](#)