

President

Position Summary

As the Chief Executive Officer of the chapter, the President is responsible for managing the chapter in accordance with these bylaws and the laws of the State of New Mexico. The President presides at, and sets the agenda for, meetings of the Board of Directors and Chapter Program meetings, except as noted in Article VIII of these bylaws. The President also oversees the policies for the operation of the chapter and the fiduciary responsibilities of the chapter. The President facilitates the transition for the following years Board of Directors.

Terms

One Year.

This position will follow immediately after completion of the position President-Elect. 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 (annual)

Activity	Hours
Communications (Board and Chapter)	3-4
Agenda Creation for Board of Directors and Chapter Program meetings [0.5 * 12]	0.5
Chairs the Executive Committee	4-5
Sits on the Nominating Committee	4-5
Facilitates the annual strategic planning session	3-4
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	~56

Functional Responsibilities

Operations

- Ensuring adherence to Chapter Affiliation Requirements (CARE)
- Providing encouragement, support, resources, and feedback to individual Board members
- Validating the chapter’s vision, mission, and goals
- Establishing/maintaining effective processes and communication to enable the board to serve the members effectively
- Assuring all board and business operations function effectively, member needs are understood and superior service and an excellent experience are being provided to members

- Reviewing progress toward goals, strategies, and projects at monthly meetings
- Managing succession planning, board staffing, and position transitions
- Leading monthly board meetings and participating in other chapter events as available
- Leading the board and chapter in using regional and national resources for success

Board Participation

- Representing the chapter professionally and ethically
- Participating in all board and chapter meetings, chapter events, committee meetings, and regional conferences
- Working collaboratively with other board members
- Participating in developing and implementing both short- and long-term strategic planning for the chapter
- Providing support and resources for board members to enable their successful participation in the chapter
- Attends and participates in monthly board meetings, chapter meetings, ATD International Conference & Exposition, and ATD Chapter Leaders Conference (ALC)

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
- Leadership, diplomacy, problem-solving and facilitation skills
- Ability to lead a committee, delegate tasks, and monitor progress
- Strong ability to build, motivate, and lead a team
- Strong planning, organization, and execution skills
- Ability to evaluate chapter activities and outcomes
- Representing the chapter regionally and nationally as appropriate

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](#)