

# American Society for Training & Development



## Big Sky Chapter ~ Job Description

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### **Job Title: President**

### **Position Purpose:**

This position provides leadership & direction to the organization as well as manages all chapter operations, finances and activities.

### **Terms of Service:**

Term:	Six years total: Two fiscal years (July to June) each as President-Elect, President & Past-President
Time Commitment:	20-40 hours per month
Reports To:	Board of Directors

### **Eligibility:**

Incumbent must be a member in good standing of Big Sky ASTD & should have served at least one year as a board officer. In addition, it is desirable that the incumbent have:

- Excellent project management skills
- Superior oral & written communication skills
- Extensive prior board member experience
- Strong employer support
- Flexibility in work scheduling
- National Membership in ASTD

### **Duties & Responsibilities:**

1. Articulate & enliven chapter vision & mission
2. Facilitate creation of the annual plan as well as manage general & specific goals for the chapter
3. Organize, schedule, & preside at Board of Directors meetings
4. Oversee development of chapter's annual operating budget
5. Advise Board members in their specific areas of responsibility & provide leadership development opportunities for board members
6. Serve as a point of contact for other related local professional organizations
7. Work to ensure sound leadership succession on the board
8. Represent, or appoint a representative, to attend appropriate local, state, & national ASTD events
9. Co-sign contracts with the Director of Finance as approved by the Board of Directors
10. Sign checks for payment of invoices in the absence of the Director of Finance
11. Appoint Chairs for committees as required
12. Recruit competent replacements in the event of Board Member turnover

### **Board Transition Accountabilities:**

- Assure incoming board members understand their functional responsibilities/accountabilities
- Ensure incoming Board members create a work plan for their function
- Confirm incoming Board members understand key policies/practices/precedents
- Ensure incoming board members have a broad historical perspective of the organization
- Confirm incoming board members understand the interdependencies among board members
- Ensure outgoing Board members will be recognized/acknowledged for their contributions to the Chapter

### **Core Element Compliance:**

The President is ultimately responsible for maintaining chapter compliance with the core elements as well as submitting the Core Element Report to National ASTD. Additionally, the president is specifically responsible for compliance of *Core Element #9 ~ Annual Update ASTD, Core Element #10 ~ Annual Update Membership, Core Element #14 ~ Vision & Mission & Logo, Core Element #15 & #16 National Membership Requirements for Board & Members* & for providing applicable documentation to the Core Element Administrator.

### **Successful performance is measured by:**

The ability to provide effective leadership & direction to the organization as well as attaining the goals established by the Board of Directors.