

# ATD-PHL Board Member Job Descriptions

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## President

As the chief executive officer of the Chapter, the President has the following duties:

- Manages the Chapter in accordance with these Bylaws and the laws of the Commonwealth of Pennsylvania
- Presides at and sets the agenda for meetings of the Board of Directors. Chairs meetings with the purpose of:
  - Encouraging all members to participate in discussion
  - Arriving at decisions in an orderly, timely and democratic manner
- Sits on various committees and performs other duties as the need arises and/or as defined in the bylaws. i.e. conduct duties for respective area when positions are vacant
- Establishes an annual calendar of Board meetings at the beginning of the year which will be published on the Chapter web site
- Appoints the recording of the minutes of Board meetings and their distribution to the Board members in a timely manner
- Appoints liaisons between the Board and any external services hired by the Board of Directors
- Holds him/herself and other Board members accountable for overseeing their respective areas
- Responsible for ensuring that Board of Directors and its members are aware of and fulfill their responsibility, comply with the bylaws, conduct board business effectively and efficiently and are accountable for their performance.
- The President ensures that the organization maintains positive and productive relationships with alliance partners, sponsors, and other organizations in the community. The President can serve as a primary spokesperson.
- The President oversees board development
- Calls special meetings if necessary

The President shall be the chief executive officer of the Corporation; shall preside at all meetings of the members, Directors, and the Executive Board; shall have general and active management of the business of the Corporation; shall see that all orders and resolutions of the Board are carried into effect subject to the right of the Board to delegate any specific powers as allowed by law; and shall execute bonds, mortgages and other contracts requiring a seal, under the seal of the Corporation, and when authorized by the Board, affix the seal to any instrument requiring the same.

## SOP/Daily Task

- Set up bi-weekly Executive Committee (President, President Elect and Immediate Past President) meetings/calls
- Meet monthly with Chapter administrator; Friday before the Monday Board meeting and review agenda topics. Additional meetings/calls are on needed basis only.
- Correspond daily, weekly with Chapter administrator and board members
- Creates monthly Board Meeting agendas
- Conduct monthly 1:1 with board members to review successes, challenges and goals in respective areas
- Review financial report monthly from VP, Finance and Chapter administrator
- Participate in National ATD Monthly Large Chapter Leader calls and Chapter Leader calls that includes sister chapters in the Pennsylvania region
- Maintain relationship with National ATD Chapter Relations Manager and NAC
- Forward National ATD correspondence to the board members
- Meet with potential sponsors, speakers, partners as needed or requested
- Maintain the [President@tdphl.com](mailto:President@tdphl.com) inbox; check email and provide timely responses to request and inquiries from members, board colleagues, and other internal and external parties
- Meet with members and potential members at Chapter and SIG events.
- Coach and transition President Elect
- Delegate specific duties as needed