



The Three-Year President Track Job Description by Year/Role

President-Elect

The President-Elect's main function is to shadow the President and assist him/her while preparing for the upcoming year as President. Under the guidance of the President and in close partnership with the Executive Director, the President-Elect will become familiar with chapter operations, board processes, monetary management, strategic priorities, and continuity needs required to guide the chapter effectively.

The President-Elect is also expected to perform all the duties specified by the Constitution and Bylaws or those approved by the Board of Directors. The ideal candidate is someone with prior board experience and strong leadership skills.

Main Responsibilities for the President-Elect:

- In partnership with the President, oversee, guide, and support VP positions and committees.
- Develop a clear understanding of AMA Chicago's member segments, member value proposition, engagement pathways, and major revenue drivers.
- Work with the Sponsorship Chair to build and maintain long-term sponsor relationships.
- Represent the chapter, when appropriate, with members, sponsors, partners, AMA Support Center, and other external stakeholders
- Assume the responsibilities of the President in his or her absence or inability to serve.
- Help identify leadership gaps, committee needs, and areas where board attention or alignment may be needed.
- Work with the President, Executive Committee, Executive Director, and Nominating Committee to identify leadership needs and support a strong pipeline of future board and committee leaders.
- Model the leadership behaviors expected of board members, including preparation, follow-through, constructive participation, and commitment to the chapter's strategic direction.
- Lead the early spring board strategic planning process for the upcoming fiscal year
- Help turn board input, committee priorities, and chapter needs into a clear strategic direction for the coming year.

Strategic Planning Responsibilities:

- The President-Elect is responsible for guiding the early spring strategic planning process in preparation for the upcoming fiscal year. This work ensures that the new board year begins with direction, priorities, and committee objectives already in development.
 - The planning process should include:
 - February**
Create and facilitate a chapter S.W.O.T. discussion with the board.

**March**

Guide the board in selecting the top five items in each S.W.O.T. category to address in the new fiscal year.

April

Oversee each committee's planning process as committee leaders begin developing their strategic objectives for the upcoming fiscal year.

May

Create a rough draft of the strategic plan for the upcoming fiscal year, incorporating board input, committee objectives, and identified chapter priorities.

June

Work with board leadership to refine the draft plan so the new fiscal year begins with clear priorities and expectations.

July 1 and Beyond

Prepare to lead implementation of the approved strategic plan beginning July 1, including alignment of committee goals, board agendas, budget priorities, and key initiatives.

Time Commitment:

- 2-5 hours per week.
- Attend at least one committee meeting each month to understand committee priorities, leadership strengths, challenges, and progress toward strategic plan goals.
- Attend monthly board meetings and executive committee meetings.

Top Requirements for the President-Elect:

- Ability to think beyond one committee or personal area of interest and make decisions in the best interest of the entire chapter.
- Partnership with the Executive Director
- Responsibility for board culture and follow-through
- Succession/leadership pipeline responsibility
- Ability to lead implementation of the strategic plan, not just create it
- Successful track record of building and leading a team
- Experience running a business unit or prior leadership experience
- Experience managing and operating budget for a business entity



President Job Description

As the Chief Executive Officer of the Chapter, the President is expected to perform all duties specified by the Constitution and Bylaws or those approved by the Board of Directors.

The Chapter's success depends largely on the President's ability to lead, align, and focus the Board of Directors. The President is responsible for ensuring that the chapter's approved strategic plan is implemented effectively and that board and committee work remains connected to the chapter's short- and long-range goals.

The President has stewardship responsibility for ensuring the Chapter is stronger at the end of the year than it was at the beginning. This includes advancing the strategic plan, supporting committee leadership, strengthening board culture and accountability, developing future leaders, and maintaining focus on member value, revenue growth, and long-term sustainability.

The President should work directly with each committee Vice President throughout the year to support progress toward committee goals and chapter priorities. The President should also work closely with the President-Elect and Executive Director to ensure leadership continuity and prepare the Chapter for the following fiscal year.

The President must be aware of and understand AMA Chicago's administrative practices as described in the Chapter Officers Guide.

Responsibilities

- Perform responsibilities common to all Officers and Directors
- Lead implementation of the approved strategic plan, including alignment of committee goals, board agendas, budget priorities, and key initiatives
- Facilitate monthly Board meetings and ensure board time is focused on strategic discussion, decisions, accountability, and leadership alignment
- In partnership with the President-Elect, oversee, guide, and support VP positions and committees
- Work directly with committee Vice Presidents to monitor progress, identify barriers, and keep committee work connected to chapter priorities
- Model and reinforce the leadership behaviors expected of board members, including preparation, follow-through, constructive participation, and commitment to the chapter's strategic direction
- Maintain fiscal responsibility to the Board and members by working with the Treasurer and Executive Director to ensure financial transparency and responsible budget management
- Work with the Executive Director, Treasurer, and Executive Committee to understand major revenue drivers, financial risks, and resource needs
- Ensure the Executive Director submits all required documentation to AMA Support Center in a timely manner
- Work with the President-Elect, Immediate Past President, Executive Director, Executive Committee, and Nominating Committee to identify leadership needs and support a strong pipeline of future board and committee leaders



- Represent the chapter, when appropriate, with members, sponsors, partners, AMA Support Center, and other external stakeholders
- Support the President-Elect's preparation to assume the presidency in the following fiscal year
- Commit to serving as an engaged Immediate Past President upon completion of the term as President
- Supervise the Executive Director, a paid position

Time Commitment

- 2–5 hours per week
- Attend and facilitate monthly Board meetings
- Attend Executive Committee meetings
- Attend selected committee meetings and chapter events, especially where leadership presence, member engagement, sponsor relationships, or strategic alignment would benefit from the President's participation

Recommended Qualifications

- Minimum of two years of Board experience before becoming President
- Successful track record of building and leading a team
- Ability to coordinate the diverse efforts of the organization toward membership growth, member value, and long-term chapter strength
- Ability to think beyond one committee or personal area of interest and make decisions in the best interest of the entire chapter
- Ability to lead implementation of a strategic plan, not just participate in creating it
- Experience managing people, priorities, and organizational accountability
- Experience managing or operating a budget for a business, department, nonprofit, or comparable entity
- Strong communication skills and the ability to lead productive board discussion
- Commitment to developing future chapter leaders and strengthening the volunteer leadership pipeline



Immediate Past President Job Description

The Immediate Past President serves on the Board of Directors and on the Executive Committee for the year immediately following his/her presidency.

The involvement of the Immediate Past President is essential for a smooth transition in Chapter management and operation. His/her advice helps the Chapter maintain institutional knowledge and supports the incoming President.

Specific Responsibilities

- Responsible for Succession Planning especially the President track
- Advise the President
- Serve on the Board of Directors and the Executive Committee
- Serve as chair of the Nominating Committee
- Perform special assignments as directed by the President
- Assume the responsibilities common to all Officers and Directors
- Recruit leaders and volunteers for the Chapter

Past Presidents Council

- Invited to join the Past Presidents Council
- Serve as Chair of the Council
- The Council reviews chapter activities for the year and makes recommendations for the following year with a formal performance audit

Time Commitment:

- 1-2 hours a week
- Attend monthly board meetings and some events.