**Get Ready: Before Your Term Begins**

* Meet with the current past president to discuss the responsibilities, standard operating procedures, resources, and best practices for the role. Review their contributions over the past year, progress toward annual goals, and ideas for the future.
  + Materials to review: [position description](http://files.astd.org/ChapterServices/%21CLC%20New%20Website/Resources/Toolkits/Resources%20By%20Leadership%20Position%20Toolkit/ATDChapterPastPresident.doc?_ga=2.205706899.1837891381.1544452308-1106022880.1509126965), board member contact information, standard operating procedures, role-specific resources
* Mark your calendar for upcoming board meetings and important chapter events.
  + Materials to review: chapter website and shared calendar
* Schedule regular check-ins with the incoming president to review the responsibilities, standard operating procedures, resources, and best practices for the role. Share an update about the chapter’s progress toward annual goals and your suggestions for the future.
  + Materials to review: [position description](http://files.astd.org/ChapterServices/%21CLC%20New%20Website/Resources/Toolkits/Resources%20By%20Leadership%20Position%20Toolkit/ATDChapterPresident.doc?_ga=2.100309790.1837891381.1544452308-1106022880.1509126965), board member contact information, standard operating procedures, role-specific resources
* Review the board development resources available through ATD.
  + Materials to review: [ATD Chapter Leaders Conference (ALC)](https://www.td.org/chapters/clc/atd-chapter-leaders-conference-alc), [Chapter Leader Day](https://www.td.org/chapters/clc/chapter-leader-day), [ATD Committees-at-a-Glance Document](http://files.astd.org/ChapterServices/%21CLC%20New%20Website/Resources/National%20Advisors%20for%20Chapters/2015/AtAGlanceChapterRelatedNationalCommittees2016.pdf?_ga=2.67812369.1837891381.1544452308-1106022880.1509126965), and [Business Acumen Development](http://files.astd.org/ChapterServices/%21CLC%20New%20Website/Chapter%20Administration%20Landing%20Page/CARE/Business%20Acumen%20Assessment_Final_2015.pdf?_ga=2.129734668.1837891381.1544452308-1106022880.1509126965)
* Brainstorm ideas for the year ahead and think about what impact you hope to have on the chapter.

**Get Set: The First 30 Days**

* Meet with the board to review the chapter’s mission and vision, health, and operational plan. Support the president by answering questions about the board’s policies, procedures, communication tools, and expectations of individual board members.
  + Materials to review: chapter mission and vision, chapter health dashboard, chapter operational plan, board policies and procedures, communication tools
* Connect with the President to review the Chapter Affiliation Requirements (CARE), prepare for the chapter’s submission, and share best practices for survey completion.
  + Materials to review: [CARE webpage](http://www.td.org/care), [CARE Element Matrix](https://www.td.org/chapters/clc/care/element-matrix)
* Coordinate with the president-elect and director of talent management/volunteers to identify and recruit successors for all board positions.
  + Materials to review: [Succession Planning Toolkit](http://files.astd.org/ChapterServices/%21CLC%20New%20Website/Chapter%20Administration%20Landing%20Page/Board%20Development/Succession%20Planning%20Toolkit/SuccessionPlanningToolkit2015.pdf?_ga=2.129734668.1837891381.1544452308-1106022880.1509126965), [Communicating the Value and ROI of Volunteer Leadership webcast](https://www.td.org/videos/communicating-the-value-and-roi-of-volunteer-leadership), [Communicating the Value and ROI of Volunteer Leadership Infographic](http://files.astd.org.s3.amazonaws.com/ChapterServices/%21CLC%20New%20Website/Chapter%20Administration%20Landing%20Page/Chapter%20Development/ROI%20of%20Volunteer%20Leadership%20Infographic%20101217.pdf?_ga=2.130194319.1837891381.1544452308-1106022880.1509126965), [Elevate Your Recruiting Message webcast](https://www.td.org/videos/elevate-your-recruiting-message), [Become an ATD Chapter Leader video](https://www.td.org/videos/become-an-atd-chapter-leader)
* Learn more about the Chapter Excellence Awards (CEA) and prepare the chapter’s submission.
  + Materials to review: [Chapter Excellence Awards (CEA)](https://www.td.org/chapters/clc/chapter-excellence-awards)
* Review Sharing Our Success (SOS) submissions related to the past president role and chapter administration to identify best practices that you can implement at your chapter.
  + Materials to review: [Houston Chapter: Past President Engagement](http://files.astd.org.s3.amazonaws.com/ChapterServices/%21CLC%20New%20Website/Resources/Sharing%20Our%20Success/SOS%20Success%20Stories/Administrative/2018/Houston%20Engaging%20Past%20Presidents.docx?_ga=2.67744785.1837891381.1544452308-1106022880.1509126965), [Bay Colonies Chapter: VP Strategy Role for Past President](http://files.astd.org/ChapterServices/%21CLC%20New%20Website/Resources/Sharing%20Our%20Success/SOS%20Success%20Stories/Administrative/2016/Bay%20Colonies-SOS%20Submission%20Form.docx?_ga=2.67744785.1837891381.1544452308-1106022880.1509126965), [Administration SOS Submissions webpage](https://www.td.org/chapters/clc/sos/sos-all/administration)

**Go: 60 Days In**