[INSERT CHAPTER LOGO HERE]

**Sample Chapter Leader Position Description: CHAPTER CHAIR-ELECT/CHAPTER PRESIDENT-ELECT**

**Position Summary:** The president elect assists the chapter president in performance of chapter management duties, automatically succeeding to president. He/She participates in the recruitment of board members to lead the chapter in the succeeding year.

**Time Commitment:**

**Term:** Three Years

* Year 1 – Chair-Elect
* Year 2 – Chair
* Year 3 – Immediate Past President

**Estimated Time Requirements per month:**

* Board meetings: 1 hour plus travel time
* Monthly chapter meetings: 2 hours plus travel time
* Communicating with global ACRP and fellow leaders: 1-3 hours

**Responsibilities:**

* Follow the ACRP Leadership Code of Conduct
* Always be guided by the core ideology, envisioned future and strategic plan of ACRP global when making decisions for the Chapter.
* Ensure chapter complies with most recent ACRP Chapter Affiliation Standards & Expectations.
* Conduct the business of the chapter in accordance with the chapter bylaws and serve as chairperson-elect of the chapter's board of directors.
* Oversee the activities of all officers and directors, as well as standing committees, to ensure the accomplishment of chapter goals, objectives, and strategies.
* Monitor the use, accounting, and handling of the chapter funds.
* Attend all meetings of chapter officers and members.
* Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
* Represent the chapter in the clinical research community.
* Ensure consistent communication with ACRP Chapter’s office regarding meetings, financial issues, membership, etc.

**Requirements:**

* Effective verbal communication, leadership, diplomacy, personal interaction, problem-solving and meeting management
* Ability to lead a committee, delegate tasks, and monitor progress
* Ability to build, motivate, and lead a team of volunteers
* Ability to plan, organize, and evaluate chapter activities
* Demonstrated experience in budget design and accountability desired
* Demonstrated ability to manage projects
* Time available to fully participate in chapter and board meetings, and represent the chapter regionally and nationally
* Member of ACRP and chapter