



MOAA Ark-La-Tex Chapter Board Position Description

Title: Chair, Letters to the Front Program _

Importance of Position: Conducts Letters to the Front contest in Bossier Schools to produce motivational letters, cards, and drawings that will be sent to troops overseas.

1. Receives approval from school officials for program.
2. Coordinates conduct of program with AFJROTC and Bossier Association of Educators.
3. Convenes Chapter Committee to evaluate high school letters and select overall winner.
4. Coordinates with U.S. Soldiers Foundation to mail letters to troops overseas.

General Expectations: Be able to send approximately 5,000+ motivational letters to our troops serving in Iraq and Afghanistan to arrive just prior to Christmas.

Position Qualifications: Be knowledgeable of Letters to the Front Program and organizations involved with the program.

1. Be an active member of the Ark-La-Tex Chapter with previous service on the Letters to the Front committee.
2. Develop a relationship with School System officials, AFJROTC instructors, and the Bossier Association of Educators

Responsible to: Chapter President

Major Responsibilities: Conduct the program in Bossier Schools, collect letters, and mail them to troops overseas.

Training/Preparation: Be knowledgeable of the Program by serving on the Letters to the Front Committee. Accept position of Co-chairman for the program for training.

Average Time Commitment: Program is conducted during month of October and finalized by 10 November. Time to conduct overall program is about 30 hours.

Measures of Success: Number of letters, cards, and drawings produce by Bossier students. Anything over 5,000 letters sent to our troops is considered a success.

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Date Revised: