



MOAA Ark-La-Tex Chapter Board Position Description

Title: Chair, Personal Affairs

Importance of Position: Helps to ensure that all members of Ark-La-Tex MOAA Chapter are helped and kept current, regarding health care services and other initiatives available to them.

General Expectations:

- Current member of MOAA and of Ark-La-Tex MOAA Chapter.
- Aware of Ark-La-Tex MOAA Chapter by-laws.
- Write a monthly (or as required) article for *The Observer & MOAA Newsletter*.
- Computer access and reasonably computer literate.
- Attend 85%-100% of Board meetings.
- Prepare and submit budget input as needed.

Position Qualifications:

- Knowledge of health care and other benefits available to members.
- Knowledge of local base/post resources for referrals, e.g. Casualty Assistance Offices and Legal Assistance Offices.
- Retired Medical Service Officer from any branch (Desirable);.
- Widow or widower (Desirable).

Responsible to: Chapter President

Major Responsibilities:

- Serve as the primary link between Ark-La-Tex MOAA Chapter and membership regarding personal affairs, e.g. health care, government benefits, etc.
- Keep Ark-La-Tex MOAA Chapter apprised of deaths of regular and auxiliary members.
- Represent Ark-La-Tex MOAA Chapter at health care functions, e.g. meetings, conferences, and councils in the military community.
- Provide information regarding personal affairs to all Chapter members, to include recommending to Ark-La-Tex MOAA Chapter Board the distribution of appropriate MOAA National publications.
- Work with surviving spouses upon the death of a member regarding actions that need to be taken and benefits available. (If appropriate, accompany surviving spouse to base Casualty Assistance Office).

- Represent Ark-La-Tex MOAA Chapter at funerals of members.

Training/Preparation:

Learn appropriate materials/publications from MOAA National and Ark-La-Tex MOAA Chapter regarding Personal Affairs. (In the event the Chair, Personal Affairs is a retired Medical Service Officer, he/she, will have substantial knowledge of the operation of our Medical Treatment Facilities ("MTFs")). Learn points-of-contact in, and locations of, base Casualty Assistance Offices and Legal Assistance Offices.

Average Time Commitment: Variable due to nature of the workload, e.g. deaths of members; funerals; committees, conferences, and council meetings.

Measures of Success:

- Number of outside meetings, conferences, and councils attended representing Ark-La-Tex MOAA Chapter.
- Number of phone calls by members, and non-members, requesting personal affairs assistance.
- Number of surviving spouses of members that were assisted.
- Chapter receives 4 or 5 Star Level of Excellence award each year.
- Complete all action steps, as assigned, in the chapter Strategic Plan.

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Date Revised: