



MOAA Ark-La-Tex Chapter Board Position Description

Title: Chaplain

Importance of Position: Provide a religious presence to the chapter in a non-denominational manner

General Expectations:

- Current member of MOAA and Ark-La-Tex Chapter.
- Attend 85%-100% of Board meetings.
- Provide religious guidance as required.
- Inform the President and Board of those chapter members that are in crises.
- Prepare and submit budget input as needed.

Position Qualifications:

- Ecumenical, that is, willing and able to minister across denominational lines.
- Comfortable working with members of the Chapter and, if needed, with their families.
- Record keeping abilities.

Responsible to: Chapter President

Major Responsibilities:

- Work closely with Chapter President, and Chair, Personal Affairs.
- Respond to and offer support to members and family in crisis as needed.
- Attend staff and board meetings and provide, if requested, invocations or other prayers appropriate to the meeting.

Training/Preparation: Coordinate with Chair, Personal Affairs and prepare short report on requests for assistance and contacts from members.

Average Time Commitment: Minimum of ten hours per month.

Measures of Success:

- Write article as needed to appear in the Chapter Newsletter each month.
- Chapter receives 4 or 5 Star Level of Excellence award each year.

Prepared by: Jim Kendall
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