



## MOAA Ark-La-Tex Chapter Board Position Description

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**Title:** First Vice President /Special Activities/Programs

**Importance of Position:** Second in line to the President and available to perform the duties of the President if the President is not available.

### **General Expectations:**

- Assuming responsibilities of the President in his/her absence.
- Plan, arrange and execute the Chapter's annual program schedule.
- Present program schedule to Chapter Board for approval.
- Ensure By-Laws are current and appropriate for Chapter operations, responsible for editing updating as required.
- Ensuring By-Laws are properly filed with all required federal and state agencies.
- Write, edit and maintain Standard Operating Procedures for the Chapter.
- Other duties as assigned by the President.
- Ideally succeed the President on completion of his/her term.

**Position Qualifications:** Desire to serve and time to commit to position.

**Responsible to:** Chapter President and Board.

### **Major Responsibilities:**

- Knowledge of general operations of the Ark-La-Tex Chapter and able to carry out the responsibilities assigned by the President.
- Represent the Chapter in events and areas where needed and where the President or other officers cannot be present.
- Lead and direct initiatives assigned by the President.
- Conduct staff meetings, luncheons or other Chapter events when the President is unavailable.

**Training/Preparation:** Ideally served as Second Vice President

**Average Time Commitment:** Varies tremendously

**Length of Commitment:** As specified in the Chapter By-Laws.

**Measures of Success:**

- Quality and variety of programs.
- Programs meeting needs of the membership.
- Appropriateness, quality and maintenance of both Chapter By-Laws and Stand Operating Procedures.

**Prepared by:** Dave Lay

**Date Prepared:** 12 June 2011

**Date Revised:**