



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

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**Title:** Second Vice President

**Importance of Position:** Helps to ensure continuity in the event that the President and 1st Vice President are not available for performance of their duties.

**General Expectations:**

- Assuming responsibilities of the President in his/her absence and the absence of the First Vice President.
- Assume responsibilities of the First Vice President in his/her absence.
- Execute all Chapter functions and programs as planned by the First Vice President and approved by the Board to include; taking reservations, set up and seating arrangements, name tags, table decorations and all else associated with Chapter programs.
- Other duties as assigned by the President.
- Ideally succeed First Vice 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:**

- Attend monthly Chapter Board meetings.
- Work closely with the Chair, Membership Recruitment and Retention in order to provide help and support for this critical activity.
- Primary Chapter responsibilities for interaction with regional ROTC/JROTC programs to include the administration of the Chapter ROTC/JROTC Awards Program.

**Training/Preparation:** Ideally Serve as a Director on the Board.

**Average Time Commitment:** Varies tremendously.

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

**Measures of Success:**

- Quality of preparation of Chapter functions and programs.
- Board and member satisfaction with Chapter functions and programs.

**Prepared by:** Dave Lay

**Date Prepared:** 12 June 2011

**Date Revised:**