MOAA Ark-La-Tex Chapter
Board Position Description

Title: **Chapter Historian & Awards Monitor**

Importance of Position: Record MOAA activities for future study, using current archival materials and standards. Work in conjunction with the Director, Public Relations to increase public outreach of MOAA, in order to meet and educate a larger public regarding the goals and mission of MOAA and the Ark-La-Tex Chapter. Insures the Chapter is submitted for, and received awards and recognition for its accomplishments throughout the year.

General Expectations:

- Current member of MOAA and Ark-La-Tex Chapter.
- Computer access and reasonably computer literate.
- Attend 85%-100% of Board meetings.
- Prepare and submit budget input as needed.

Position Qualifications:

- Knowledgeable of National, State and Chapter mission.
- Good records keeping abilities.
- Formal training—or years of experience—in American History, Military History, Public History, or the like, is desired. (i.e. someone who is more than just a "history buff")
- Good command of the written English language.
- Excellent research skills using both primary and secondary sources, is a must.
- Knowledge of current archival methods and materials is desired.
- Knowledge of all awards and recognition for which the Chapter is eligible.

Responsible to: Chair, Public Relations

Major Responsibilities:

- Conduct oral and written interviews with all available former and current Chapter officer officers to construct a formal written history of Chapter goals, accomplishments.
- Research MOAA members and their contributions to the military using primary and secondary sources.

- Properly archive researched material.
- Maintain a good relationship with the public and military personnel for the purpose of recording the Chapter's history.
- Insures that award and recognition nominations are submitted accurately, completely and within established time parameters for all awards and recognition for which the Chapter is eligible.

Training/Preparation:

- Review MOAA National and Chapter publications regarding policy, procedures, programs and job descriptions.
- Previous work as a historian, with successful track record in previous work.
- The ability to work well with others.
- Good archival skills, and the ability to handle the written word effectively.
- The ability to build, and maintain, strong relationships.

Average Time Commitment: Four to eight hours per month.

Measures of Success:

- Chapter history is maintained in a manner easily reviewable by Chapter officers on an as-needed basis.
- Historical records become a definitive source of Chapter past goals and achievements.
- Ark-La-Tex Chapter continually receives National and local awards and recognition for which it is eligible.

Prepared by: Dave Jampole
Date Prepared: 24 February 2011
Date Revised: