



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

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**Title:** Chapter President

**Importance of Position:** Directs and manages the overall operation of the Chapter. Position is the focal point for all aspects of the functionality of the Chapter.

**General Expectations:**

- Ensuring continuous and unimpeded operation of the Chapter.
- Ensure Chapter By-Laws are current.
- Represent the Chapter at official MOAA functions.
- Ensure Chapter complies with all State regulations.
- Ensure the Chapter Private Organization status is maintained.

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

**Responsible to:** Chapter Board and Membership

**Major Responsibilities:**

- Provide direction for the Chapter.
- Organize and preside at all Board meetings.
- Ensure all official functions of the Chapter are properly prepared and executed.
- Ensure Chapter By-Laws are current and filed with the State.
- Ensure Chapter operates in compliance with Chapter By-Laws.
- Appoint Board members as necessary in accordance with Chapter By-Laws.
- Appoint individuals/committees as necessary to do the work of the Chapter.
- Sign Chapter expenditures approved by Board and Treasurer.
- Represent the Chapter at official MOAA National functions.
- Represent the Chapter to the Louisiana Council of Chapters.
- Represent the Chapter to Barksdale AFB.
- Ensure Chapter tax free status is maintained and compliant with all federal and state regulations.

- Ensure the Chapter Private Organization status on Barksdale AFB, LA is maintained
- Ensure communication with Chapter members (suggest monthly article in newsletter)

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

**Average Time Commitment:** Varies tremendously

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

**Measures of Success:**

- Increased membership/paid membership-especially active duty, life time members;
- Increased scholarship funding
- Membership satisfaction

**Prepared by:** Dave Lay

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**Date Revised:**