MOAA Ark-La-Tex Chapter
Board Position Description

Title: **Director, Legislative Affairs**

Importance of Position: Help to insure that the chapter board and members are knowledgeable of legislative happenings at the state and national level

General Expectations:

- Current member of MOAA and Ark-La-Tex Chapter.
- Attend 85%-100% of Board meetings.
- Support planning process as needed.
- Working knowledge of State and National legislative systems and procedures.
- Prepare and submit budget input as needed.

Position Qualifications:

- Have served at least one term as a Board Member.
- Ability to communicate effectively in all required formats.
- Experience in communication and public relations is desirable.
- Knowledgeable of National, State and Chapter‘s mission.
- Record keeping abilities.

Responsible to: Chapter President

Major Responsibilities:

- Be knowledgeable of activities and Bills filed at the State Legislature.
- Initiate and maintain contact with local, state and national elected officials.
- Track bills that are of interest to active and retired military and their spouses/survivors.
- Keep the President, Board and general membership informed on legislative matters that are of interest to the active force as well as the retiree/spouse/survivor membership
- Maintain liaison with the local offices of state and national elected officials

Training/Preparation: Review/study the legislative agenda developed by MOAA, the Military Coalition, and other retiree groups so as to become familiar with the desires and legislative goals of those organizations. Meet with Chapter President to

determine the legislative interests and goals of the Chapter. Meet with predecessor for a smooth transition of duties.

Average Time Commitment: Four to eight hours per month

Measures of Success:

- Write article as needed to appear in the Chapter Newsletter each month addressing the status of relevant legislative bills in US and Louisiana legislatures.
- Provided leadership for needed actions by the Board and membership in regard to various bills pending in US or State legislature.
- Will have met with appropriate State and National legislators and/or their staffs at least one time per year

Prepared by: Jim Kendall
Date Prepared: 15 February 2011
Date Revised: