



Military Officer Association of America (MOAA) Alamo Chapter Educational Foundation (MACEF) Board Member Position Description

Foundation Purpose: The Foundation is a tax-exempt 501(c)3 affiliate of the Alamo Chapter of the Military Officers Association of America (MOAA-AC). The purpose of the Foundation as stated in the bylaws is wholly for educational scholarships and charitable purposes as determined by the Board of Directors. The MACEF Board of Directors is responsible for, generally, the Foundation’s governance, financial oversight, fund development, strategic direction and scholarship operations. The Board is composed of volunteer members and receives support from the MOAA-AC volunteer staff, where needed. The MACEF Board is responsible to the MOAA-AC Board.

Board Member Requirements:

- ☐ Preferably, be a member of National MOAA and the Alamo Chapter during service on the Board.
- ☐ Commit to serving a 2-year term (one year for Active-Duty members) with the option to be reappointed.
- ☐ Attend all Board meetings; at least 4/year.

Board Member Roles and Responsibilities:

- ☐ **Governance**
 - Review and revise the Foundation Bylaws, as needed.
 - Define, discuss and approve operating procedures and policies of the Foundation; recommend changes; and provide oversight to ensure programs run efficiently.
 - Establish an advisory group and committee structure, as needed.
- ☐ **Fundraising**
 - Assess long-range fundraising targets and goals.
 - Actively participate in fundraising by soliciting funds from community donors.
 - Set a strong example by making an annual personal financial contribution or value-in-kind donation.

- ☐ **Financial**

- Provide financial oversight.
- Help build a sustainable, long-range financial future that sustains the MACEF operations and adequately finances scholarships.
- Prepare and submit budget.

☐ **Scholarships and Awards**

- Oversee the activities of the Scholarship Committee.
- Develop a long-range business strategy for awarding scholarships.

☐ **Legal**

- Be willing to embrace the fundamental legal duties of Board members:
 - Duty of Care -- Each board member has a legal responsibility to participate actively in making decisions on behalf of the organization and to exercise his or her best judgment while doing so.
 - Duty of Loyalty -- Each board member must put the interests of the organization before their personal and professional interests when acting on behalf of the organization in a decision-making capacity. The organization's needs come first.
 - Duty of Obedience -- Board members bear the legal responsibility of ensuring that the organization complies with the applicable federal, state, and local laws and adheres to its purpose.

☐ **Other**

- Serve as an ambassador to the community to inform others about MOAA-AC and the MACEF and promote their work.
- Regularly assess Board performance.
- Support the Chapter by attending social events, monthly luncheon meetings and other activities.
- I will make a meaningful personal financial contribution annually in order to achieve 100% board member participation.

Board member signature_____ **Date**_____

Board chair signature_____ **Date**_____

Alamo Chapter Mission

Provide information, support and social engagement to members; offer programs and services for the common good of the military community; and support MOAA at the national, state and local levels with a powerful voice.

*Date Prepared: 11/13/2020
Updated: 04/1/2024*



Alamo Chapter
"5-Star" CHAPTER OF EXCELLENCE

Chapter Board Member Expectations & Commitment

What Board Members Provide	What Board Members Can Expect in Return. The Chapter Staff will . . .
1) I will be a member of MOAA and the Alamo Chapter during my service with the MOAA-AC Board.	1) Provide me with the information to ensure my membership is current.
2) I will give my best effort to "hit the ground running" when beginning my service with the MOAA-AC Board.	2) Provide me a full-orientation, including background information on work accomplished to date.
3) I will learn about the Chapter mission, vision, and programs, and be able to describe them accurately. I will support and carry out the mission of the Chapter.	3) Provide me with relevant materials and education.
4) I understand that the board meets four times per year. I will attend all meetings, with the understanding that three unexcused absences will be considered resignation from the board.	4) Ensure that board meetings are well run and productive, with a focus on decision-making, governance, and policy direction rather than just reporting. Agendas will be distributed at least one week in advance. If I wish to add items to the agenda, I will contact the chair at least three days prior to the meeting.
5) I accept fiduciary responsibility for the Chapter and will oversee its financial health and integrity.	5) Provide timely, accurate, and complete financial statements at least quarterly, one week in advance of the relevant board meeting. I also expect to be trained to interpret these financial statements.
6) I will define, discuss, and approve policies of the Chapter and provide oversight to ensure programs run effectively.	6) Provide regular reports and program updates from the Chapter President.

7) I expect ethical responsibility and will help to hold fellow board members, the Chapter President (and, by extension, the full staff) to professional standards.	7) Follow the same high ethical and professional standards.
8) I will serve as an ambassador to the community to inform others about MOAA-AC and promote our work.	8) Provide materials and necessary training to do this job effectively.
9) I commit to increasing my skills as a board member.	9) Provide me with appropriate training and support.
10) I will participate in fundraising to ensure that our organization has the resources it needs to meet its mission. I will make a meaningful personal financial contribution annually in order to achieve 100% board member participation.	10) Provide me a range of fundraising activities, relevant training, and support to help me fulfill my obligations. I will have the option of fulfilling my personal contribution in installments, if is so choose.
11) I commit to actively helping recruit new members and retaining current members.	11) Provide needed materials and training to do this job effectively.
12) I will support the Chapter by attending their social events and Chapter activities.	12) Provide event dates and details.
13) I will commit to serving a term of two years (one year for Active-Duty members); and understand I can be reappointed.	13) Keep me challenged, motivated, and passionate about serving during my term(s).

Board member signature_____ **Date**_____

Board chair signature_____ **Date**_____

Mission

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*Approved by Board of Directors: 10/3/2008
Updated by Board of Directors: 01/19/23*