



## MOAA-Alamo Chapter Volunteer Position Description

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**Title:** Active-Duty Military Liaison

**Importance of Position:** Ensures the Chapter maintains a strong tie to officers who are actively serving and to those in the Reserves and National Guard. Responsible for representing MOAA to the active-duty community. Recruits active-duty officers for membership in MOAA-AC. Essential to the future growth of the Chapter and sustaining its military identity.

**General Expectations:**

- Current member of MOAA and of MOAA-AC
- Aware of MOAA-AC by-laws and Strategic Plan
- Write a monthly (or as required) article for *The Lariat*
- Computer access and reasonably computer literate
- Attend 85%-100% of Board, staff, and membership meetings.
- Prepare and submit budget input as needed.
- Support the planning process as needed.

**Position Qualifications:**

- Current or recent active-duty experience

**Responsible to:** Chapter President

**Major Responsibilities:**

- Work with MOAA-AC VP for Membership, Recruitment and Retention to devise strategies for recruiting and retaining active-duty members.
- Execute strategies in concert with MOAA-AC to register and retain active-duty military.
- Work closely with VP, Programs to help develop programs and events that will appeal to active-duty officers and their spouses as well as to the remaining MOAA-AC membership.
- Represent MOAA-AC at civic, ROTC and JROTC events as requested.
- Connect and recruit active-duty National members, inviting them to join the Chapter.

**Training/Preparation:** Meet/coordinate quarterly with MOAA-AC VP, Membership to assess progress, develop a way ahead for recruiting active-duty personnel. Help develop programs to encourage active-duty participation in MOAA-AC sponsored activities. As appropriate, attend civic and other events as a

MOAA-AC representative and a member of the active-duty force.

**Average Time Commitment:** As much time you are willing to put into it.

**Length of Commitment:** 1-year rotation

**Measures of Success:**

- Active membership increased by 10 percent per year.
- Substantive increase in active-duty participation in MOAA sponsored events.
- Represent an increase in active-duty presence at MOAA sponsored events.
- Chapter receives a 5 Star Level of Excellence award each year.
- Complete all action steps, as assigned, in the chapter Strategic Plan.

**Date Prepared:** May 2007

**Dates Revised:** November 2018; July 2024