



## MOAA-Alamo Chapter

### **Volunteer Position Description**

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#### **Title: President-Elect**

**Importance of Position:** Second in line to the President and available to perform the duties of the President if the President is not available. Expected to assume Presidency upon term completion of the incumbent President. Note: Will act on behalf of the President in his/her absence

#### **General Expectations:**

- Strong leadership potential and credentials
- Current member of MOAA and of MOAA-AC
- Understand and supportive of MOAA-AC mission, vision, by-laws, and Strategic Plan
- Have computer access and be computer proficient.
- Attend 90%-100% of Board, staff, and membership meetings.
- Support the planning process, as needed.

**Position Qualifications:** *Since this is a “grooming” position to prepare for the President’s role, qualifications should have the potential to mirror, as much as possible, those qualifications of the current President, which are:*

- Must reside in the Greater San Antonio Region or within the Chapter’s catchment area.
- Strong love of country and the military
- Strong advocate for a strong military establishment
- Strong knowledge of federal, state, and local governments
- Strong knowledge of the operations of National MOAA, the Texas Council of Chapters and the MOAA Alamo Chapter with enthusiasm and commitment to the vision and mission of each
- Impart his/her leadership goals, philosophy, and expectations to all current and new members of the MOAA-AC staff.
- High and transparent communicator with effective communications skills
- Effective spokesperson for all Chapter initiatives/decisions
- Establish legislative goals and supporting activities in concert with the Legislative Affairs Officer and the MOAA-AC staff.

**Responsible to:** Chapter President

**Major Responsibilities:**

- Attend Board of Director meetings as an ex-officio/nonvoting member.
- Become thoroughly familiar with all operations of the Chapter.
- Directly oversee the operations of the: VP, Membership Recruitment and Retention; VP Programs; Legislative Affairs
- Represent the Chapter in events and areas where needed and where the President or other officers cannot be present.
- Conduct staff meetings, luncheons, or other Chapter events when the President is unavailable.
- Lead and direct initiatives assigned by the President.
- Perform other duties, as required.

**Training/Preparation:**

- The President-elect will serve in the position for 2-years to give him/her sufficient time to be mentored and “learn the ropes” while “waiting in the wings” to succeed the President.
- On-the-job training will be continuous during the 2 years of preparation.

**Average Time Commitment:** Minimum 30 - 40 hours per month

**Length of Commitment:** Minimum four years (2-years as President-elect; at least 2-years as President)

**Measures of Success:**

- Be well prepared, ready, willing, and able to successfully assume the role of President.

**Date Prepared:** July 2015

**Date Revised:** November 2018