



MOAA-Alamo Chapter

Volunteer Position Description

Title: President

Importance of Position: Leads, 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:

- Strong leadership credentials
- Current member of MOAA and of MOAA-AC
- Understand and supportive of MOAA-AC mission, vision, by-laws, and Strategic Plan
- Write a monthly (or as required) article for *The Lariat*
- Have computer access and be computer proficient.
- Attend 90% - 100% of Board, staff, and membership meetings.
- Prepare and submit budget input as needed.
- Support the planning process as needed.
- Be involved in local community and state military and veteran initiatives and collaboration.
- Be non-partisan in his/her political actions while representing MOAA.

Position Qualifications:

- 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: The Board of Directors and the Chapter membership.

Major Responsibilities:

- Serve as an ex-officio/nonvoting member of the Board of Directors.

- Effectively lead the Chapter consistent with the approved strategic and operational plan for the Chapter
- Ensure that the needs of the diverse membership are served in the best way possible
- Motivate Executive staff to obtain maximum performance from each person on the elected and appointed staff.
- Be mindful and attentive to the financial aspects of the Chapter.
- Appoint such committees necessary to enhance the functioning of the Chapter.
- Be nonpolitical from a partisan political perspective. It is the issue not the political party that is important.
- Preparation and execution of a functioning chapter Strategic Plan
- Perform other duties, as needed.

Training/Preparation:

- Must have been the President-elect.
- Believe in the organization and what it does.
- Be interested in the qualifications appropriate and committed to them.
- Be committed and involved in military/veteran's advocacy issues.
- Be involved in and/or aware of appropriate community/state/national governmental issues.

Average Time Commitment: The amount of volunteer time that can be committed is directly proportional to the overall success of the Chapter – minimum 30 – 40 hours per month.

Length of Commitment: Minimum 2 years

Measures of Success:

- A Chapter following the Strategic Plan
- A strong, motivated/enthusiastic and committed executive leadership team.
- A well-informed membership
- A satisfied membership as determined by membership retention and growth.
- A financially viable & stable organization
- 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: July 2015; November 2018, November 2024