



## **Alamo Chapter**

### **Volunteer Position Description**

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#### **Title: Blue Skies Texas (BST) Liaison; and Army Residence Community (ARC) Liaison**

**Importance of Position:** Volunteers are fundamental to the success of the MOAA-AC. This position acts as the focal point and liaison between the Alamo Chapter leadership/staff and the residents at the ARC, BST-East; and BST-West.

#### **General Expectations:**

- Must be a resident of the ARC; BST-East; or BST-West.
- Be a current member of National MOAA and of MOAA-AC.
- Attend 85%-100% of staff and membership meetings and events.

#### **Position Qualifications:**

- Excellent human relations skills.
- Ability to plan and organize.
- Not hesitant to ask individuals to join the Chapter and participate in Chapter events.
- Have a current driver's license and reliable transportation.
- Be on email.

**Responsible to:** Chapter President

#### **Major Responsibilities:**

- Promote the values of being a Chapter member to residents.
- Promote the Chapter at the ARC and BST-East & BST-West newcomer orientations.
- Be the point person for hosting a Chapter membership luncheon at the ARC and BST-East & BST-West.
- Publicize Chapter meetings and events to ARC and BST-East & BST-West residents.
- Actively solicit new Chapter members.
- Attend and participate in scheduled staff meetings and Chapter functions.

**Training/Preparation:** Meet with the President and key Chapter staff members to discuss duties, etc.

**Average Time Commitment:** 3-5 hours per month.

**Length of Commitment:** Minimum two years.

**Measure of Success:**

- Active participation by a sizeable number of ARC and BST-East & BST-West residents in Chapter events.

**Date Prepared:** June 2007

**Dates Revised:** November 2018, May 2024