



MOAA-Alamo Chapter

Volunteer Position Description

Title: Vice President of Scholarships and Leadership Development

Importance of Position: Grooms future MOAA members by implementing policies and procedures to allocate resources for the chapter's awards and scholarship programs for high school and college students who have a current or future affiliation with MOAA.

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*
- Attend at least 85% of Board, staff, and membership meetings
- Prepare and submit budget input as needed

Position Qualifications:

- Knowledge of the MOAA Alamo Chapter
- Knowledge of the Texas Council of Chapters Officers and Initiatives
- Knowledge of MOAA National Officers and Initiatives
- Computer access and reasonably computer literate

Responsible to: Chapter President

Major Responsibilities:

- Organize and lead an awards and scholarship committee to review the scope of the program annually, to include budget allocation, awards distribution, scholarship criteria and awards luncheon tasks
- Maintain an Excel database of approximately 125 high school JROTC and college ROTC unit POCs, contact information and award ceremony details
- Coordinate with the Minnie Piper Foundation of the Bexar County Clearinghouse for recommended winners of the Col Clarence Torrey scholarship
- Advertise the chapter's MAJ James and Cheryl Cunningham Scholarship in the *Lariat* for high school seniors who are dependents of MOAA-AC members
- Inform JROTC and ROTC units of scholarship opportunities and application procedures.
- Form scholarship board to select winning Chapter, Torrey and ROTC scholarship nominees

- Secure chapter volunteers to present MOAA Award at high schools and colleges in chapter catchment area
- Organize annual Awards Luncheon, to include guest speaker coordination, extending invitations to winning students and guests, and luncheon execution
- Ensure scholarship funds are distributed and posted for MOAA account oversight

Training/Preparation:

- Working knowledge of the President's goals, objectives and available resources
- Recommend at least one-year experience serving on MOAA-AC awards and scholarships committee
- Review awards and scholarship program continuity folder

Average Time Commitment: The time commitment varies over the course of the year. From Jun – Nov, minimum 4 hours per month. From Dec – May when the planning and execution of most awards ceremonies occur, minimum 10 hours per month.

Length of Commitment: Minimum two years

Measures of Success:

- Gain at least 20 new MOAA-AC members each year from JROTC instructors, ROTC instructors and newly-commissioned officers from ROTC units
- Chapter receives 5 Star Level of Excellence award
- Complete all action steps, as assigned, in the chapter Strategic Plan.

Date Prepared: May 2007

Date Revised: November 2018, reviewed July 2024