



## MOAA-Alamo Chapter

### Volunteer Position Description

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**Title:** Secretary

**Importance of Position:** Proper administration of the Chapter depends on the proper development and maintenance of important documents and records. This position – in conjunction with the Chapter's independent contractor (Executive Assistant) – accomplishes these critically important secretarial duties.

**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:**

- Good note taking, writing and editing capabilities as needed
- Good record keeping.
- Ability to work closely with Executive Assistant

**Responsible to:** Chapter President

**Major Responsibilities:**

- Attend all meetings.
- Working closely with the Executive Assistant, ensures minutes and other records are accurate and timely prepared.
- Distribute minutes of meetings.
- Ensures maintenance of Chapter records.
- Prepare reports and returns as required by law.
- Maintain by-laws.
- Act as Chapter parliamentarian, when needed.
- Performs special assignments as directed by the President.

**Training/Preparation:** Meet with President and executive officers to receive their thoughts and guidance. Review all previous Chapter minutes. Thoroughly study

MOAA, MOAA-AC and Chapter by-laws.

**Average Time Commitment:** Minimum six hours per month.

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

**Measures of Success:**

- Minutes are prepared and distributed in a timely manner.
- Records are maintained.
- Reports and returns filed on time.
- Chapter business is in order.
- Chapter receives the MOAA 5 Star Level of Excellence award each year
- Complete all action steps, as assigned, in the chapter Strategic Plan.

**Date Prepared:** June 2007

**Dates Revised:** August 2007; November 2018; May 2024; February 2025