



MOAA-Alamo Chapter

Volunteer Position Description

Title: Vice President of Community Outreach

Importance of Position: The Vice President of Community Outreach is responsible for creating and overseeing all opportunities for chapter membership to engage and support organizations providing services addressing military community needs. This is a critical function of the chapter as a “good neighbor and partner” to the Joint Base San Antonio (JBSA), the greater San Antonio military community and all areas within the Alamo chapter catchment.

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 computer literate
- Attend 85%-100% of staff and membership meetings.
- Prepare and submit budget input as needed.
- Support the planning process as needed.

Position Qualifications:

- Excellent human relations skills.
- Excellent written and oral skills.
- Ability to motivate and interact with a diverse range of individuals.
- Ability to plan and organize.
- Ability to cultivate working relationships with community partners to include JBSA.
- Have a current driver's license and reliable transportation. Have security access to all JBSA installations.

Responsible to: Chapter President

Major Responsibilities:

- Build and maintain relationships with members of the community.
- Build and maintain work teams among the memberships.
- Organize community outreach programs and coordinate events to support

- community engagement.
- Working with VP of Communications and staff along with contract executive assistant to coordinate support for service opportunities to membership through various chapter media outlets.

Training/Preparation: Develop relationships with community partners to build relationships and exchange ideas, etc.

Average Time Commitment: 10 hours per month.

Length of Commitment: Minimum two years.

Measures of Success:

- Three to five engagement events successfully completed annually.
- Reliable membership volunteer list maintained.
- The chapter receives a 5 Star Level of Excellence award each year.
- All action steps in the Chapter Strategic Plan are completed.

Date Prepared: January 2025

Dates Revised: