



MOAA-Alamo Chapter

Volunteer Position Description

Title: Vice President Legislative Affairs

Importance of Position: Helps to ensure that the Chapter executive staff and membership is knowledgeable about relevant legislative happenings on the state and national level. Advises the Chapter on legislative matters at all levels. Note: Will act on behalf of the President in his/her absence when the President- Elect, the Vice President Membership Recruitment and Retention and the Vice President Programs are also absent.

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 staff and membership meetings
- Prepare and submit budget input as needed
- Support the planning process as needed

Position Qualifications:

- Knowledge of MOAA and MOAA Legislative Agenda.
- Working knowledge of MOAA's web site.
- Working knowledge of U S legislative system.
- Working knowledge of state of Texas legislative system.

Responsible to: Chapter President

Major Responsibilities:

- Attend Board of Director meetings as an ex-officio/nonvoting member. Be knowledgeable of the MOAA Legislative Agenda.
- Be knowledgeable of bills filed with Texas Legislature using MOAA Legislative Agenda for comparison.
- Track/follow bills of interest to our membership that are selected by MOAA, Department of Veterans Affairs, Texas National Guard, and other military organizations.
- Advocate for legislation favorable to Active Duty, Reserve, National Guard, and Retired Military Officers and their spouses / survivors.

- Inform and advise the Chapter President and staff on legislative affairs.
- Maintain liaison with the local offices of U S Congressmen and Senators representing the Chapter area and with the State of Texas Senator and Representatives representing the Chapter area.
- Maintain “committee” consisting of one-chapter member as a representative for each of the six congressional districts within MOAA-AC’s purview. To perform this function the chapter representative is expected to initially call on the congressman at his/her local office to introduce themselves and establish a rapport with the congressman. Then later in the year, as the budget process wends its way through congress, to make additional calls on the congressman to remind him/her of MOAA’s position on the several Defense Authorization Bill initiatives being considered.

Training/Preparation: Review/study the legislative agenda developed by MOAA, the Military Coalition, and other retiree groups so as to become familiar with the desires and legislative goals of those organizations. Meet extensively with Chapter President and President-Elect to determine the legislative interests and goals of the Chapter. Meet extensively with predecessor for a smooth transition of duties.

Average Time Commitment: Minimum of twenty-four hours per month.

Length of Commitment: Normally one year.

Measures of Success:

- Article appears in *The Lariat* Newsletter each month addressing the status of relevant legislative bills in US and Texas legislatures.
- Provided leadership for needed actions by the staff and membership in regard to various bills pending in US or State legislature.
- Will have met with appropriate State and National legislators and/or their staffs at least one time per year.
- Chapter receives 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: August 2007; November 2018