



MOAA-Alamo Chapter

Volunteer Position Description

Title: Vice President Programs

Importance of Position: Helps to ensure the Chapter reaches out to the military and civilian community with programs that increase brand awareness and projects a positive image of MOAA through execution of contemporary and responsive programs. Note: Will act on behalf of the President in his/her absence when the President-Elect and Vice President Membership Recruitment and Retention 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 Board, staff, and membership meetings.
- Prepare and submit budget input as needed.
- Support the planning process as needed.

Position Qualifications:

- Organizational skills
- Comfortable with budgeting and planning
- Comfortable with public speaking
- Familiarity with City of San Antonio and surrounding cities and military facilities
- At least one year of active membership in Chapter.

Responsible to: Chapter President

Major Responsibilities:

- Attend Board of Director meetings as an ex-officio/nonvoting member.
- Make arrangements for board meetings, luncheons, outings, and dinner dances/events.
- Develop a set of programs that address the broad base of interests, experiences, and age of the MOAA-AC organization.
- Track all expenditures and receipts from these activities and provide the information to the Treasurer.
- Coordinate all activities with the Leadership Team and Contractor

- Conduct end-of-fiscal year program surveys and provide feedback to the staff, board, and members.
- No later than Nov 1st of each year conduct planning meetings to develop programs for the following year.

Training/Preparation: Get general direction from the Chapter President; meet extensively with predecessor; and ask for guidance and feedback from the staff and membership.

Average Time Commitment: Normally, seven hours per month; 20-25 hours per month when outings or dinner dances are scheduled.

Length of Commitment: Minimum two years

Measures of Success:

- The cost of activities does not exceed income.
- Staff and board feedback is positive.
- All financial records are provided in a timely fashion to the Treasurer.
- End-of-year program survey is positive.
- The chapter receives a 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, May 2024