



MOAA-Alamo Chapter

Volunteer Position Description

Title: Volunteer Coordinator

Importance of Position: Volunteers are fundamental to the success of the MOAA-AC. This position is the coordinating focal point to ensure that the Chapter maintains a strong cadre of individuals who are willing to be active volunteers by organizing the people to fit the need.

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:

- 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.
- Not hesitant to ask individuals to help/volunteer.
- Have a current driver's license and reliable transportation.

Responsible to: Chapter President

Major Responsibilities:

- Recruit volunteers to fill positions, as needed.
- Assist executive team members in matching volunteers to their administrative needs.
- Send emails to all those new/renewing members who indicated an interest in volunteering.
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 - Make timely contact with the members to allow them to express their interests and qualifications for any chapter needs.
 - Collaborate with the executive team who have needs that could be

- met with the assistance of a volunteer.
- Invite volunteers to attend a monthly staff meeting to meet the executive team and learn about the chapter.
- Act as a communication liaison between the volunteer and executive staff.
- Attend and participate in scheduled staff meetings and Chapter functions.

Training/Preparation: Meet with a counterpart volunteer coordinator in another organization to exchange ideas, etc.

Average Time Commitment: 3-5 hours per month.

Length of Commitment: Minimum one year.

Measures of Success:

- Critical positions within the Chapter have a successor identified.
- A pool of volunteers is waiting in the wings to help the chapter with its mission.
- The chapter receives a 5 Star Level of Excellence award each year.
- All action steps in the Chapter Strategic Plan are completed.

Date Prepared: May 2007

Dates Revised: April 2017; November 2018, May 2024