

## **SWOK Chapter of MOAA Executive Board Responsibilities**

### **President:**

- Serve as the Chapter's chief elected officer.
- Provide direction to the Chapter in establishing and maintaining programs.
- Develop annual Goals and Objectives for the Chapter to achieve its mission
- Communicate to the Chapter and the Executive Board information or proposals to help the Chapter achieve its mission.
- Preside at meetings of the Chapter and of the Executive Board.
- Report annually to the members on the state of the Chapter
- Appoint all standing and special committees except the nominating committee
- Serve as the Chapter's principal delegate to the Oklahoma State Council of Chapters.

### **Vice President:**

- Assist the President as required.
- Perform the duties of the President in the event of a temporary absence.
- Perform other duties as assigned by the President.

### **Secretary:**

- Maintain a record of all proceedings at Chapter and Executive Board meetings.
- Provide Executive Board and Chapter members with timely written notification of all meetings.
- Prepare required correspondence.
- Maintain and preserve the Chapter's correspondence files and other records.
- Prepare printed programs for the Chapter's General Membership meetings.

### **Treasurer:**

- Maintain a record of all monies received and expended by the Chapter.
- Collect or receive payment for meals at General Membership Meetings as required.
- Make disbursements authorized by the Chapter or Executive Board.
- Deposit all sums received in a federally insured financial institution approved by the Board.
- Prepare a financial report for the monthly Executive Board meetings.
- Recommend an annual budget to the Executive Board.
- Arrange for an independent annual review of Chapter finances by a qualified disinterested party and present the results of this review to the Executive Board.

### **Membership Director:**

- Manage the Chapter's efforts to retain existing members and recruit new ones.
- Process membership applications.
- Collect and record membership dues and forward to the Chapter Treasurer.
- Maintain the Chapter's Membership Roster in the Committee Module at National MOAA.
- Maintain the Chapter's Membership Directory on the Chapter website.
- Ensure all officers and members are National MOAA members.

### **Program Director:**

- Attend all CCVC meetings and providing a report to the Chapter Executive Board.
- Meet at least quarterly with the Lawton-FS Veterans Center Director.
- Meet at least quarterly with the Fort Sill National Cemetery staff.
- Meet at least quarterly with Lawton Veterans Resource Center Director.
- Coordinate the bi-monthly GMMs.
- Responsible for coordination of Chapter Fund Raisers.

### **Military Liaison Director:**

- Meet quarterly with the Fort Sill Garrison Commander or the civilian deputy.
- Meet quarterly with representative from the Fort Sill Chief of Staff office.
- Meet quarterly with the Fort Sill Protocol Office staff.
- Meet quarterly with the Cameron ROTC PMS or senior APMS.
- Meet quarterly with the respective JROTC PMSs.
- Coordinate the MOAA ROTC/JROTC Awards Program for the Chapter.

### **Legislative Liaison Director:**

- Establish and maintain a working relationship with local, state and national legislators.
- Monitor local, state and national legislative developments that affect service members, veterans, retirees and their families.
- Keep the Chapter's Board and members informed about legislative developments.
- Serve as the Lead for Chapter Advocacy in Action actions and inputs.
- Attend City Council meetings when appropriate.

### **Public Affairs Director:**

- Invite KSWO and/or Lawton Constitution to attend appropriate Chapter activities for drawing attention to things such as the recent GMM where we presented donation checks.
- Chapter lead for a member survey every two years or as directed by the President.
- Chapter lead for input for the Levels of Excellence Award.

## **Appointed Officers**

### **Personal Affairs Chair:**

- Primary point of contact for all issues concerning military rights and benefits.
- Keeps members informed of facilities and services available in the local area.
- Creates a library of personal affairs publications, including all related MOAA publications.
- Maintains a current list of all resources related to personal affairs.
- In coordination with the Surviving Spouse Liaison, as appropriate, expresses sympathy to the next of kin and offers assistance.

### **Surviving Spouse Liaison:**

- Responsible to be the Chapter expert in assisting with funerals and military benefits. Meet at least annually with the Fort Sill office responsible for these to remain current in their expertise.
- Coordinate Unclaimed Veterans activities for the Chapter.
- Visit members who are hospitalized.
- Send get well cards to members with extended illnesses
- Inform the Executive Board of members who may need Chapter support such as transportation to medical appointments or other support.