



Alamo Chapter

Board Job Description

What Board Members Provide	What Board Members Can Expect in Return
1) I will give my best effort to “hit the ground running” when beginning my service with the MOAA-AC Board.	1) The Chapter staff will provide me a full-orientation, including background information on work accomplished to date.
2) I will learn about the Chapter mission, vision and programs, and be able to describe them accurately.	2) The Chapter staff will provide me with relevant materials and education.
3) I understand that the board meets four times per year. I will do my best to attend each meeting, with the understanding that three unexcused absences will be considered resignation from the board.	3) I expect board meetings to be well run and productive, with a focus on decision-making, governance and policy direction rather than reporting. I understand that agendas will be distributed at least one week in advance. If I wish to add items to the agenda, I will contact the chair at least three days prior to the meeting.
4) I accept fiduciary responsibility for the Chapter and will oversee its financial health and integrity.	4) I expect timely, accurate, and complete financial statements to be distributed at least quarterly, one week in advance of the relevant board meeting. I also expect to be trained to interpret these financial statements.
5) I will define, discuss and approve policies of the Chapter and provide oversight to ensure programs run effectively.	5) I expect regular reports and program updates from the Chapter President.

Mission

As a military officer organization our Alamo Chapter mission is: to be a major source of information, support and social engagement for the membership; to provide programs and services for the common good of our military community; and to be a powerful voice supporting MOAA at the local, state and national levels.

6) I expect ethical responsibility and will help to hold fellow board members, the Chapter President (and, by extension, the full staff) to professional standards.	6) The Chapter staff will provide me with relevant training, if needed.
7) I will serve as an ambassador to the community to inform others about MOAA-AC and promote our work.	7) I will need materials and may need training to do this job effectively.
8) I commit to increasing my skills as a board member.	8) The Chapter staff will provide me with appropriate training and support.
9) I will participate in fundraising to ensure that our organization has the resources it needs to meet its mission. I will commit to making a personal donation.	9) I will be able to choose from a range of fundraising activities, and I expect relevant training and support to help me fulfill my obligations. I will have the option of fulfilling my personal pledge in installments, if I so choose.
10) I commit to actively helping recruit new members and retaining current members.	10) I will need materials and may need training to do this job effectively.
11) I will support the Chapter by attending their social events and Chapter activities.	11) The Chapter staff will provide me with event dates and details.
12) I will commit to serving at least a term of two years and understand I can be reappointed.	12) The Chapter will keep me challenged, motivated and passionate about serving during my term(s).

Board member signature _____ **Date** _____

Board chair signature _____ **Date** _____

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