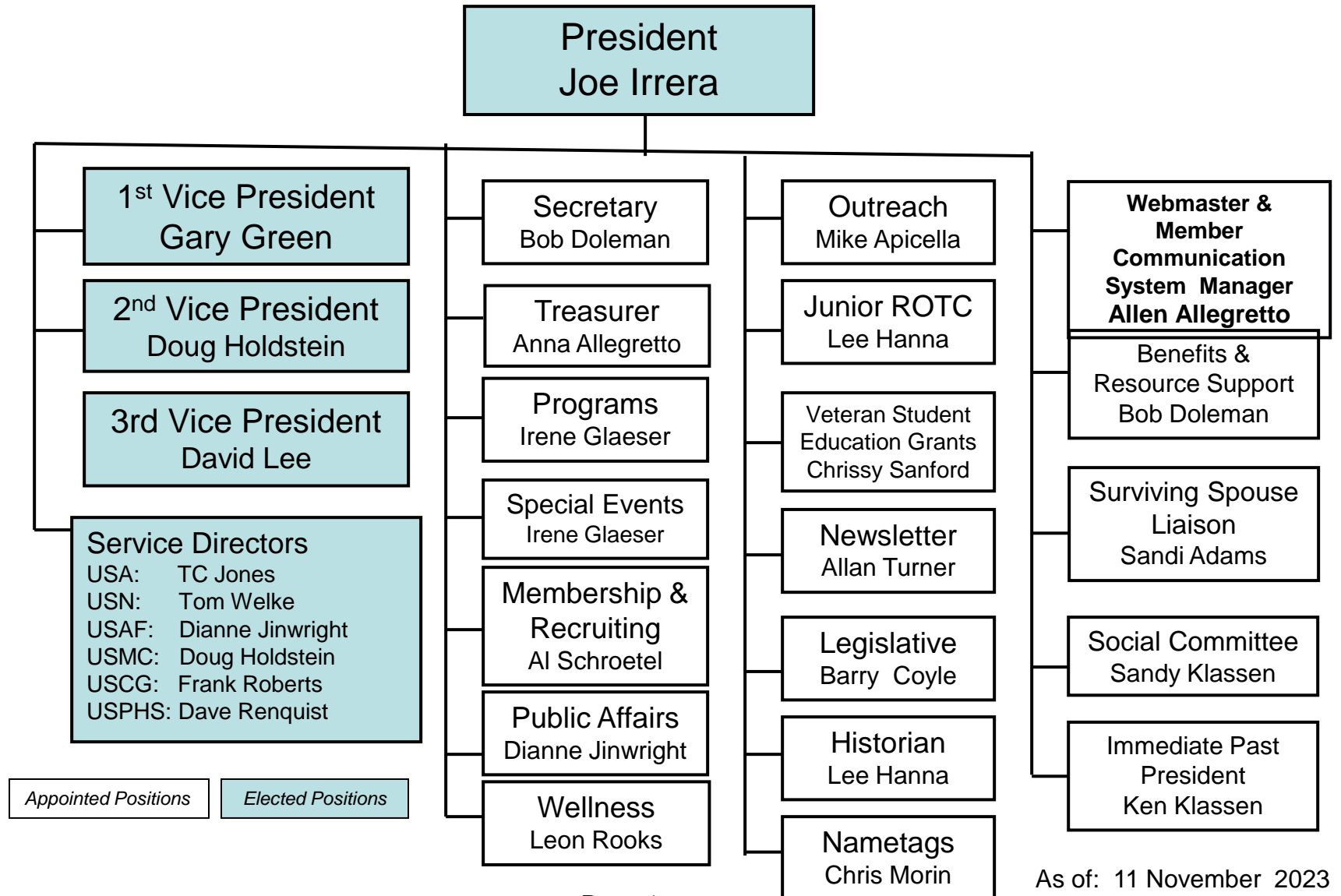


SENCLAND MOAA Board



Elected Positions: President & VPs

President: Joe Irrera
Preside at Board and general membership meetings
Propose / implement measures and policies in support of Chapter goals
Ensure the appropriate management and accountability of Chapter assets
Represent Chapter at National MOAA and NCCOC Meetings
Host NCCOC meetings when they occur in Wilmington
Submit required reports to National MOAA and NCCOC
Sign Chapter contracts

1st Vice President: Gary Green
Acting President in the absence of President
Assist the President in performance of duties as assigned
Prepare for role as a future President

2nd Vice President: Doug Holdstein
Acting President in the absence of President & 1st Vice President
Assist the President in performance of duties as assigned
Prepare for role as future President

3rd Vice President: David Lee
Acting President in the absence of President, 1st & 2nd Vice President
Assist the President in performance of duties as assigned

Elected Positions: Service Directors

Service Directors

USA: TC Jones

USN: Tom Welke

USAF: Dianne Jinwright

USMC: Doug Holdstein

USCG: Frank Roberts

USPHS: Dave Renquist

Regular Duties:

Submit information of Service interest to the Newsletter editor for publication.

Assist the Membership & Recruiting Chair in:

- Recruiting new Chapter members
- Calling prospective members on MOAA's monthly lists (NRT lists)
- Welcoming new and prospective members attending their first Chapter event
- Maintaining contact with current Chapter members
- Contacting members about dues payments

Appointed Positions: Secretary & Treasurer

Secretary: Bob Doleman

Record and distribute meeting minutes

Maintain the Chapter's administrative files & documents

Handle outgoing USPS mail other than the Chapter's Newsletters

Treasurer: Anna Marie Allegretto

Assistant Treasurer: Vacant

File the Annual IRS Form 990N to maintain the Chapter's non-profit (501c19) status

Prepare the annual budget

Advise Board of budget and expenditure status at Board meetings

Receive and deposit all checks and cash (dues, donations, payments from SENCLAND social events, and all other remittances)

Record payments received through PayPal

Pay all obligations, including luncheon meetings

Maintain financial accounts using accounting software

Provide Dues/Donations updates to: Webmaster, Newsletter Editor, Membership Chair, Scholarship Chair and Outreach Chair.

Advise the Membership Chair of USPS /e-mail address changes

Notify Newsletter Editor when sponsorship payments are received

Distribute incoming USPS mail (Official Business, etc.) to the current president

Receive reservations/payments for NCCOC meetings **when** SENCLAND Chapter is host

Receive reservations/payments for annual picnic (if payments are made in advance)

Appointed Positions: Programs & Special Events

Programs: Irene Glaeser

Assistant: Vacant

Coordinate and execute annual contracts for monthly luncheons, establishing venue (currently Bluewater Waterfront Grill) and annual meal selections (as provided)

Coordinate monthly meal selections with luncheon venue

Provide estimated monthly guest headcount to luncheon venues

Coordinate for and with guest speakers at all luncheons

Provide all luncheon details to Chapter leadership and newsletter and website directors

Coordinate for annual Oak Island luncheons

Reservations for facilities when SENCLAND hosts NCCOC meetings

Special Events: Irene Glaeser

Set dates and reserve facilities for the annual June picnic

Develop and finalize all picnic details as specified in Annual Picnic SOP/AAR. This includes contracting with a food vendor, volunteers to bring beverages, facilities coordination, setup and teardown assignments and other duties as required.

Coordinate annual social event (currently at Hanover Seaside Club). This involves menu selection, room layout, providing headcount and payment up front, purchase of all beverages to include beer and wine, and coordinating with volunteers for set up and tear down of beverage stations.

Coordinate other outings according to demand to include sporting, historical, local and military events or landmarks.

Appointed Positions: Membership & Recruiting

Membership & Recruiting: Al Schroetel

Assistant: Leslie Roberson

Develop recruiting program and enlist Service Directors & Board members assistance

Maintain Chapter's membership roster on a computer spreadsheet (Excel, etc.)

Maintain ConstantContact (CC) rosters and use CC for luncheon and event RSVPs

Provide names & numbers of event attendees to: Programs & Nametags Managers, Treasurer and President

Send updated membership rosters to Board and Webmaster on a monthly basis

Notify the President, Newsletter Editor, e-Mail POC and Webmaster of new members

Update MOAA's *Committee Module (CM)* as membership changes occur.

Use NRT rosters provided by National MOAA each month to contact potential members

Report new members to MOAA National on the CM

Report Chapter member deaths to National MOAA's using its TAPs form

Encourage and monitor National MOAA membership of new and current Chapter members

Provide membership lists to the Lower Cape Fear Life Care Program manager

Receive dues payment and donation information from the Treasurer to update the databases.

In conjunction with the Treasurer monitor annual dues payments (Chapter SOP # 3)

Identify Chapter Members for special recognition luncheons (e.g. Korean War Veterans)

Prepare or update organizational charts showing duties & incumbents for each position

Prepare required NCCOC and National MOAA reports and review with President

Develop and conduct periodic membership surveys

Appointed Positions: JrROTC & Outreach

Junior ROTC & Scholarship Program: Lee Hanna

Committee: Vacant

Manage annual Leadership Program, budget for award medals and order them from MOAA

Maintain liaison with High School Jr ROTC Instructors

Coordinate presentation of Leadership Awards

Provide Leadership Awards information to the Public Affairs & Website Editor

Set annual goals and budget for JROTC Scholarship Program

Receive and review JROTC scholarship applications and arrange interviews

Determine annual scholarship numbers and amounts based on budgeted or available funds

Make arrangements & issue invitations to annual JROTC Scholarship Award program

Provide Scholarship winner information to the Public Affairs officer, Newsletter & Website Editors

Outreach Program: **Chair:** Mike Apicella **Committee:** Leon Rooks & Hondo Davids

Develop & manage the Chapter Outreach Program

Set annual goals and budget for Outreach program.

Keep Chapter membership advised of the program activities and encourage donations

Maintain liaison with Scholarship Programs Chairs

Receive Outreach grant applications and lead review by Outreach Committee.

Present Outreach grant program proposed awards to Chapter President for final decision

Award grants as budgeted on a yearly basis and publicize results

Appointed Positions: Veteran Education Grants & Newsletter

Veteran Student Education Grants : Chrissy Sanford **Assistant:** Tim Johnson

Maintain liaison with the Veterans' representatives at UNCW and area Community Colleges

Develop & manage budget for the Veterans' Scholarship Program

Receive donation data for the Veterans Education Grants from the Treasurer

Provide the names of donors to the Newsletter editor & Webmaster on a monthly basis *(Note: This task may be handled by all three Chairs or just by one of them)*

Coordinate presentation of Veterans' Scholarships

Make arrangements & issue invitations to annual Veterans' Scholarship Award program

Provide recipient information to the Public Affairs officer, Newsletter & Website Editors

Newsletter Editor: Allan Turner

Assistant Editor: Dianne Jinwright

Get input from Board members and publish the monthly newsletter

(deadline approximately 2 weeks prior to the next monthly meeting)

Send Newsletter to membership using ConstantContact system and to Website Editor

Have Newsletter printed and mailed to USPS addresses for members that do not use e-mail

(approximately 10 days prior to the next monthly meeting)

Receive Donation information from the Treasurer and recognize donors in the Newsletter

Manage the Sponsorship Program for advertisements in the Newsletter and Web Page

Assist in the preparation of applications for Grants and Communication Awards

Appointed Positions: Legislative and Wellness

Legislative: Barry Coyle

Assistant: Vacant

Research and analyze proposed NC and National legislation

Advise the Board & membership (through the Newsletter, Website or e-mail) of the impact of proposed or enacted NC and National legislation

Brief legislative issues at Chapter meetings

Maintain liaison with MOAA National and NCCOC Legislative Affairs offices

Establish working relationship with local & regional elected officials

Alert the Chapter members of the need to contact their elected representatives

Provide legislative input to E-Mail POC and the Newsletter & Website editors

Wellness Committee: Leon Rooks

Assistants: Vacant

Provide Invocation at Chapter meetings

Prepare condolence letters for family members of deceased Chapter members

Monitor obituary announcements & advise the Membership Chair of known members' deaths

Inform the President and 1st VP of the need for representation at memorial services

Inform the President and 1st VP of the need to arrange hospital visits

Coordinate the recognition program for veterans in the Lower Cape Fear Life Care Program

Provide input to the Chapter Newsletter, Membership Chair and President on members who are ill, hospitalized or in the Lower Cape Fear Life Care Program

Appointed Positions: Public Affairs and Website & Communication System

Public Affairs: Dianne Jinwright

Assistant: Vacant

Maintain contact with area TV and Newspaper POCs

Provide meeting information, newsworthy articles and pictures to area media

(Wilmington StarNews, St. James, Compass Pointe, Brunswick Forest, Wrightsville Beach
Lumina News & Carolina Beach Gazette, Jacksonville Daily News, etc.).

Take pictures at Chapter events for Chapter Website and other Social media

Post Chapter news and other items of interest to the SENCLAND Facebook Page

Assist in the preparation of applications for Chapter Communications Grants and Awards

Webmaster & Member Communication System Manager: Allen Allegretto

Develop and maintain the Chapter website

Execute annual contracts with Website ISP and oversee those contracts

Develop and maintain links with MOAA and NC Council of Chapters Websites

Solicit and post website content from the Board and General Membership

Post membership roster provided by Membership Chair on the Chapter website

Execute contract with the ConstantContact (CC) communications system company

Monitor CC use and train individual users on the CC system

Maintain the Chapter's on-line shared drive

Receive Donation information from the Treasurer and recognize donors on the Website

Appointed Positions: Historian & Nametags

Permanent Nametags: Chris Morin

Procure permanent (plastic) nametags for Chapter members that want one
Document expenses and revenue and provide results to Treasurer

Historian: Lee Hanna

Assistant: Vacant

Maintain Chapter history
Provide "Corporate memory"

Appointed Positions: Benefits & Resource Support and Surviving Spouse Liaison

Benefits & Resource Support: Bob Doleman

Assistant: Vacant

POC for information on military benefits and entitlements

Assist Chapter members and their spouses who are seeking health related support services for themselves or a family member.

Provide advice on VA, MOAA and community based resources to address health related and death benefit issues.

Advise and assist Chapter members & spouses on VA applications and matters

Advise Webmaster, Newsletter Editor & Auxiliary Chair of important benefit changes.

Surviving Spouse Liaison: Sandi Adams

Assistant: Vacant

Establish and maintain communications with Chapter Surviving Spouses

Ensure that Surviving Spouses are aware of sources for information and advice on government entitlements and benefits

Monitor and advocate for legislation to assist military Surviving Spouses

Arrange and conduct periodic Surviving Spouse social events

Contact Surviving Spouses that are potential Chapter members

Appointed Positions: Social Committee & Past President

Social Committee: Sandy Klassen

Sell 50/50 raffle tickets at luncheons, Special Events and Picnic

Assistant: JoAnn Doleman

Purchase cookies for luncheon dessert.

Greet luncheon guests at the dining room entrance and assist them in getting checked-in

Immediate Past President: Ken Klassen

Advise and assist the current President and the Board of Directors

Provide "Corporate memory"

Additional Duties

Chapter representative to the New Hanover County Veterans Council	Bob Doleman
Prepare & send 'Thank you' cards for all donations to the Chapter	Joe Irrera
Coordinate with and assist the Regional "Honor Flight" organizers	Chrissy Sanford
Maintain & set-up Bluetooth audio/ pointer and Chapter Laptop for luncheons & picnic presentations or Board meetings	Allen Allegretto Ken Klassen
Prepare semi-annual Chapter Report for NC Council of Chapters	Al Schroetel
Store /maintain supply of representational gifts, flags, etc.	Joe Irrera
1 st Vice President NC Council of Chapters	Ken Klassen
Member of the NC Council of Chapters Legislative Team	Barry Coyle
Member of the NC Council of Chapters Chaplain's Team	Leon Rooks
Member of the NC Council of Chapters Membership & Recruiting Team	Al Schroetel
Manage the Chapter's Logo Apparel program (shirts, hats, etc.)	Vacant
Store the Chapters coolers and purchase ice for picnic	Allan Turner