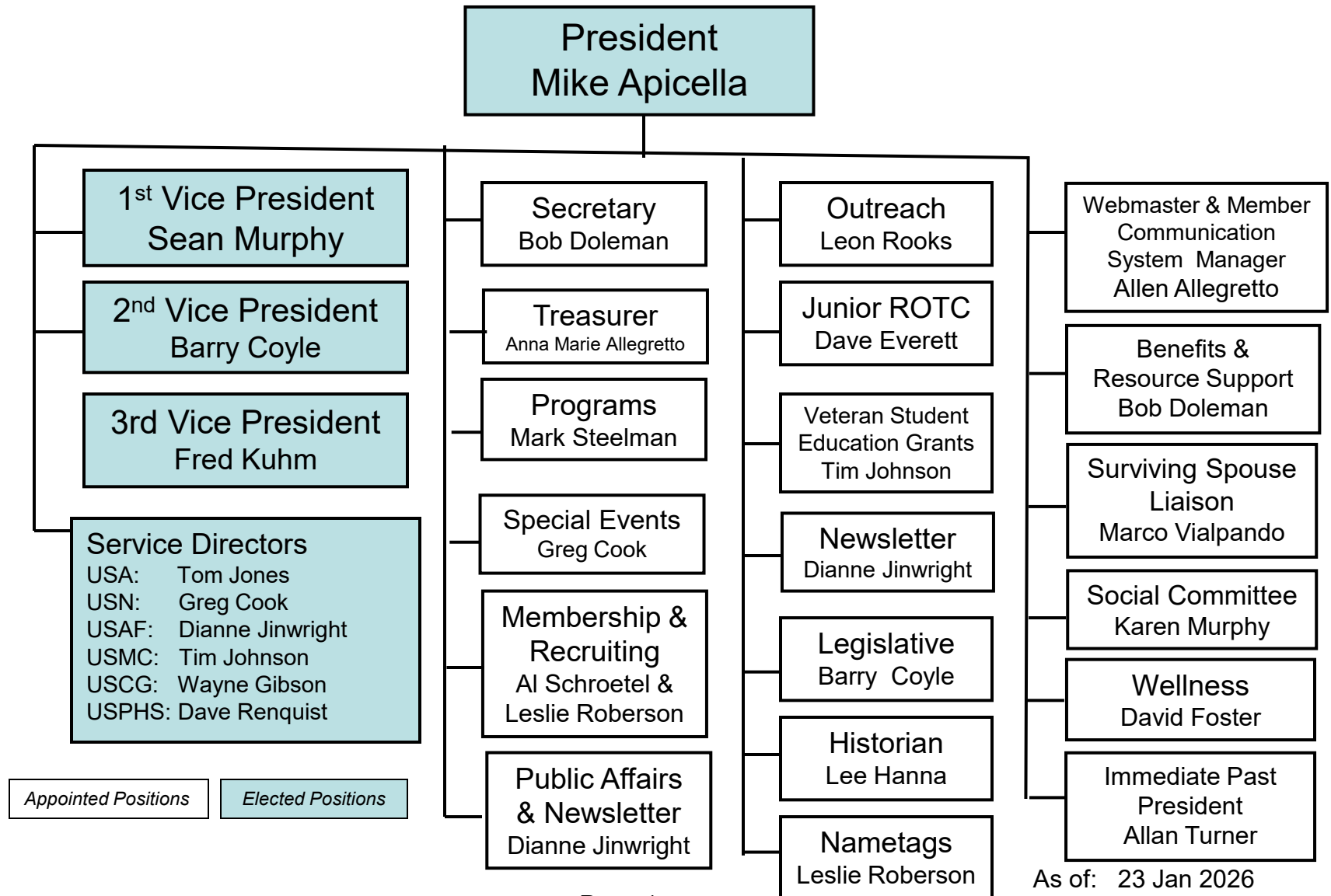


SENCLAND MOAA Board



Elected Positions: President & VPs

President: Mike Apicella

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: Sean Murphy

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: Barry Coyle

Acting President in the absence of President & 1st Vice President
Assist the President in performance of duties as assigned

3rd Vice President: Fred Kuhm

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: Tom Jones

USN: Greg Cook

USAF: Dianne Jinwright

USMC: Tim Johnson

USCG: Wayne Gibson

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: Tom Welke

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

Receive reservations/payments for annual picnic received through Cheddar up

Pay all obligations, including luncheon meetings and coordinate payments to vendors as arranged by the event coordinator., e.g., NHC picnic shelter & picnic caterer.

Maintain financial accounts using accounting software

Provide dues/donations to president, membership chair, and quarterly to the newsletter 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

Appointed Positions: Programs & Special Events

Programs: Mark Steelman

Assistant:

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 luncheon 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 annual Oak Island luncheons

Reservations for facilities when SENCLAND hosts NCCOC meetings

Special Events: Greg Cook

Assistant: Vacant

Set dates and reserve facilities for the annual June picnic. Develop and finalize all picnic details as specified in Annual Picnic SOP/AAR.

Coordinate annual social event (menu selection, room layout, payment up front, ensure purchase of all beverages, and solicit volunteers for set up and tear down)

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

Appointed Position: Membership & Recruiting

Membership & Recruiting: Co-Chairs: Al Schroetel & Leslie Roberson

Develop recruiting program and enlist Service Directors & Board members assistance

Maintain Chapter's membership roster on an Excel spreadsheet

Maintain & update Committee Module (CM) and ConstantContact (CC) rosters as membership changes occur.

Prepare CC invitations for luncheons and events & develop RSVP lists

Provide names & numbers of event attendees to: President, Programs, Treasurer & Social Chair

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

Notify the President, Newsletter Editor, and Webmaster of new members

Use NRT rosters & catchment area database provided by MOAA to contact potential members

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

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

Track dues payments and donations using Cheddar Up & update the databases (SOP # 3)

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

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

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: Dave Everett **Assistant:** **Vacant ?**

- Manage annual Leadership Program, budget for award medals and order 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 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:** Leon Rooks **Committee:** Fred Kuhm & 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 Program: Tim Johnson **Assistant:** Vacant

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: Dianne Jinwright

Assistant Editor: Vacant

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

Assistants: Sean Murphy, Ray Pelletier & Jeff Morgan

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: David Foster

Assistants: Stephen Bird & Mike Burrous

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

Prepare monthly Chapter Newsletters

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

Maintain ConstantContact (CC) communications system

Maintain Cheddar Up (CU) payment system

Maintain the Chapter's on-line shared drive

Appointed Positions: Historian & Nametags

Permanent Nametags: Leslie Roberson

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: Marco Vialpando

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: Karen Murphy

Assistants: Valerie Laragy.

Table Decorations & Table Cloths for luncheons & Picnic

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

Purchase cookies for luncheon dessert and distribute them at luncheon

Provide blank Nametags for guests and members that forgot permanent nametags.

Immediate Past President: Allan Turner

Advise and assist the current President and the Board of Directors

Chair Nominations Committee

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	Mike Apicella
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
Prepare semi-annual Chapter Report for NC Council of Chapters	Al Schroetel
Store & maintain supply of representational gifts, flags, etc.	Mike Apicella
Member of the NC Council of Chapters Legislative Team	Barry Coyle
Member of the NC Council of Chapters Chaplain's Team	Dave Foster
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