































## MOAA - NC Council of Chapters NEW PRESIDENT SMART GUIDE

ITEM	Scope of Responsibility	Suspense	Source of guidance	Status - ✓ one
MOAA Council & Chapters Policy and Procedure Guide	Obtain copy from current president/or download from website	Obtain when nominated	Link <a href="#">here</a> to download from MOAA website	  
National MOAA - login	Obtain MOAA – login so that you have full access And encourage all members to do same	As soon as possible	Link <a href="#">here</a> to go to MOAA Web and create a log-in account, or Call MOAA @ 800-234-6622 or 703-549-2311 for assistance	  
National MOAA Roster	Ensure chapter roster posted on MOAA website is updated annually and with any changes (normally Chapter Secretary performs this task).	As soon as possible, but NLT February 1 of each calendar year	MOAA Council & Chapters Policy and Procedure Guide	  
Chapter Roster	Ensure that NCCOC level roster is updated annually with <b>any changes</b> . Contact Council Web manager with any questions about downloadable forms.	Annually, but NLT COB of January of each calendar year	Link <a href="#">here</a> for fillable Chapter Officer Roster on the NCCOC website	  
Chapter Reports	Ensure that Chapter Report is submitted quarterly with information about chapter activities Contact Council Web manager with any questions about downloadable forms.	Quarterly, at least 2 weeks before the Council meeting	Link <a href="#">here</a> for fillable Chapter Report on the NCCOC website	  
Council and Chapter Bylaws	Review both documents. Note concerns for possible updating, as needed.	Review when nominated	Link <a href="#">here</a> for NCCOC By-Laws Obtain Chapter By-Laws from Chapter secretary	  
Chapter President access to Council Only Business on NCCOC Website	Obtain Council Only Business login information from outgoing president or web manager	When nominated to best prepare	E-mail NCCOC Web manager <a href="#">here</a> .	  
Chapter documents: Minutes from Board meetings, regular meetings, or other pertinent minutes, SOPS, etc. Meet with key chapter leaders	Review minutes to obtain highlights of issues, history, identified problems and successes. Schedule a <b>transition meeting</b> with old and new leaders in order to ensure smooth operations.	Within 30 days after assuming responsibility	MOAA Council & Chapters Policy and Procedure Guide Link <a href="#">here</a> for NCCOC Chapter “Go-By” ( <i>log-in required</i> )	  
Council Business	Use NCCOC website as primary communication tool for meetings, information, archives, etc. Review NCCOC website.	When nominated to best prepare	NC Council website: <a href="http://www.moaa-nc.org">www.moaa-nc.org</a> Link <a href="#">here</a> for website architecture review ( <i>log-in required</i> )	  
Council -> Chapter Support	Council officers will provide support to chapters, whenever needed	As needed, or on demand	E-mail NCCOC President <a href="#">here</a> .	  

Updated: \_\_\_/\_\_\_/\_\_\_

Updated by: \_\_\_\_\_