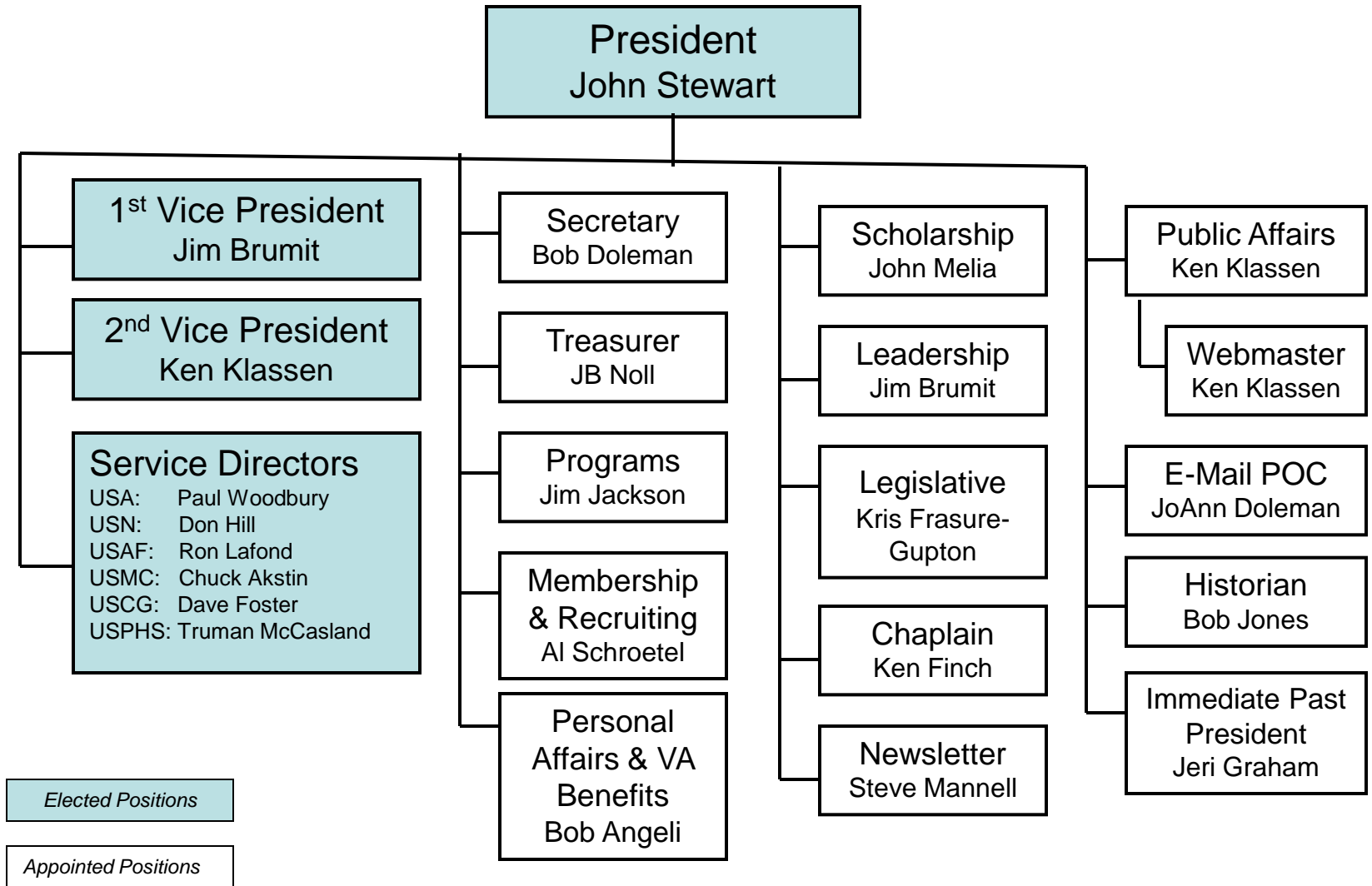


# SENCLAND MOAA Board



# Elected Positions: Duties

## President: John Stewart

Preside at Board and general membership meetings  
Propose / implement measures and policies in support of Chapter goals  
Represent Chapter at National MOAA and NCCOC Meetings  
Host periodic NCCOC meetings if they occur in Wilmington  
Submit required reports to National MOAA and NCCOC

Additional Duty: Store /maintain supply of representational gifts, flags, etc.  
Purchase wine and beer for annual picnic

## 1<sup>st</sup> Vice President: Jim Brumit

Acting President in the absence of President  
Assist the President in performance of duties as required  
Prepare for role as a future President

## 2<sup>nd</sup> Vice President: Ken Klassen

Acting President in the absence of President & 1<sup>st</sup> VP  
Assist the President in performance of duties as required  
Prepare for role as a future President  
Additional Duty: Store /maintain electronic hardware

# Elected Positions: Duties & Business Flow

## **Service Directors**

USA: Paul Woodbury

USN: Don Hill

USAF: Ron Lafond

USMC: Chuck Akstin

USCG: Dave Foster

USPHS: Truman McCasland

## **Regular Duties:**

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

Assist the Membership & Recruiting Chair in recruiting new Chapter members

## **Additional Duties:**

Make arrangements for Oak Island meetings (Chuck Akstin & Don Hill)

# Appointed Positions: Duties & Business Flow

**Secretary:** Bob Doleman

**Regular Duties:**

Record and distribute meeting minutes

Handle outgoing USPS (“snail mail”) other than Newsletters

**Additional Duties:** Chapter Liaison with New Hanover Veteran’s Council

**Treasurer:** JB Noll

**Regular Duties:**

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

Receive all checks and cash (dues, donations and luncheons) and deposit them

Designate person to handle “check-in” at luncheons (Lance Bevins at Bluewater)

Pay all obligations, including luncheon meetings, by check

Maintain financial accounts using accounting software (Quicken, etc.)

Send monthly Dues/Donations reports to Membership Chair and Scholarship Chair

Send USPS /e-mail Address Changes to Membership Chair, E-Mail POC and Newsletter Editor

Issue call for budget input from all Board members and prepare annual budget

Advise Board of budget and expenditures at Board meetings

Notify Newsletter Editor when sponsorship payments are received

Order and distribute permanent (Plastic) Nametags

**Additional Duties:**

Pick up mail at the PO Box

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

Receive reservations/payments for quarterly NCCOC meetings if the SENCLAND Chapter hosts

Receive reservations/payments for annual picnic

# Appointed Positions: Duties & Business Flow

**Programs:** Jim Jackson

**Regular Duties:**

Arrange for guest speakers at all Chapter luncheons

Send information on speakers and coming events to Newsletter & Website editors and e-mail POC

Obtain an annual contract for luncheons at the Bluewater (dates & prices)

Develop menu for each luncheon at the Bluewater

Provide estimated guest headcount to Bluewater and alternate restaurants

Make arrangements for "Northern area" luncheon

*Note:* Luncheons at Oak Island arranged by Don Hill or Chuck Akstin

Reserve Picnic Shelter at Hugh McRae Park for June picnic

**Additional Duty:**

Reservations for facilities when SENCLAND is host for NCCOC Quarterly meeting

# Appointed Positions: Duties & Business Flow

## **Membership & Recruiting:** Al Schroetel

### **Regular Duties:**

- Maintain Chapter's membership roster on a computer spreadsheet (Excel, etc.)
- Send updated roster to Board on a monthly basis
- Send Webmaster a pdf copy of roster with e-mail addresses on an monthly basis
- Assist President in preparing required NCCOC and National MOAA reports
- Report new members to MOAA National for recruiting program awards
- Update MOAA National database for SENCLAND Chapter when requested by National
- Receive update on e-mail rejects from e-mail POC and call member to get a good e-mail
- Prepare and send (e-mail and USPS) notices to members whose dues are delinquent
- Drop members from roster if they have not paid dues after 3<sup>rd</sup> reminder
- Develop recruiting program and enlist Service Directors' assistance in recruiting

### **Additional Duties:**

- Store the Chapters coolers and purchase ice for annual picnic
- Chair Working Group as requested by President

## **Personal Affairs & VA Benefits:** Bob Angeli

### **Regular Duties:**

- Advise and assist Chapter members & spouses on VA applications and matters
- POC for Military benefits and entitlements
- Advise Webmaster and Newsletter Editor of important benefit changes
- Interface for Chapter and membership with National MOAA's Benefits and Financial Information Department

# Appointed Positions: Duties & Business Flow

**Scholarship Program:** John Melia:

**Regular Duties:**

Develop & manage Scholarship Program

Establish annual goal for Scholarships and provide status to newsletter & website editors

Maintain liaison with High School Jr ROTC Instructors

Receive and review scholarship applications and set up interviews

Determine annual scholarship numbers and amounts based on available funds

Make arrangements & issue invitations to annual Scholarship Award program

Provide Scholarship winner information to the Public Affairs officer.

Receive information on Scholarship donations from Treasurer

Ensure donor recognition on the Web and Newsletter

**Leadership Program:** Jim Brumit

**Regular Duties:**

Develop & manage annual Leadership Awards Program

Maintain liaison with High School Jr ROTC Instructors

Budget for award medals and order them from MOAA

Coordinate presentation of Leadership Awards

Provide Leadership Awards information to the Public Affairs & Website Editor

# Appointed Positions: Duties & Business Flow

**Legislative:** Kris Frasure-Gupton

**Regular Duties:**

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

Maintain liaison with MOAA National and NCCOC Legislative Affairs office

Establish working relationship with local & regional elected officials

Alert the Membership of the need to contact their elected Representatives

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

**Additional Duty:** Coordinate judging of JROTC units in annual Azalea Festival Parade

**Chaplain:** Ken Finch

**Regular Duties:**

Provide Invocation at all Chapter meetings

Perform or Coordinate Hospital Visits & Prepare condolence letters

Monitor Obituary Column

Report deceased to MOAA National, Membership Chair & Newsletter/Website editors

**Additional Duties:** Assist Personal Affairs officer



# Appointed Positions: Duties & Business Flow

**Public Affairs:** Ken Klassen

**Regular Duties:**

Maintain contact with area TV and Newspaper POCs

Provide meeting information, newsworthy articles and pictures to Media

(Star News, St. James, Compass Pointe, Brunswick Forest, Wrightsville Beach  
Lumina News & Carolina Beach Gazette).

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

**Additional Duties:** Maintain and set-up audio and PowerPoint for luncheons & picnic presentations

**Webmaster:** Ken Klassen

**Regular Duties:**

Develop and maintain the Chapter website

Execute annual contracts with ISP and oversee those contracts

Develop and maintain links with MOAA NCCOC Website

Solicit and post website content from Board and General Membership

Post membership roster provided by Membership Chair on a monthly basis

# Appointed Positions: Duties & Business Flow

**E-Mail POC:** JoAnn Doleman

**Regular Duties:**

Develop and maintain Chapter MS-Outlook database

Update Outlook each month as new information is received from Membership Chair

Send e-mail correspondence (Newsletters, event announcements, etc.) to Chapter members

Receive Luncheon RSVPs from members

Advise Program Chair of RSVP numbers who will makes arrangements with restaurants  
(except for Oak Island luncheon)

Prepare spreadsheet for luncheons (RSVPs, meal selection, dues, etc.)

Prepare menu selection colored tabs for Bluewater luncheons

Prepare temporary nametags for luncheons and picnic

Notify Membership Chair of any e-mail rejects

**Historian:** Bob Jones

**Regular Duties:**

Maintain Chapter history

Provide "Corporate memory"

**Additional Duties:**

Back-up for E-mail POC

# Appointed Positions: Duties & Business Flow

**Newsletter Editor:** Steve Mannell

**Regular Duties:**

Get input from Board members and produce newsletter (deadline 15<sup>th</sup> of each month)

Send electronic file of newsletter to E-Mail POC and Website Editor by 20<sup>th</sup> of each month

Get Newsletter printed and use USPS addresses in the database to mail them

Advise Membership database manager (AI) of any returned hard copies

Manage recognition of sponsors on the Website and in the Newsletters

# Appointed Positions: Duties & Business Flow

**Social Chair:** Melinda Stewart & Sally Semler

**Regular Duties:**

Purchase and prepare decorations for luncheons, picnic and special events

Place order for food for the Annual Picnic

**Additional Duties:**

As requested by the current President

**Immediate Past President:** Jeri Graham

**Regular Duties:**

Provide "Corporate memory"

**Additional Duties:**

As requested by the current President