



## MOAA Chapter Surviving Spouse Liaison Position Description

### Skills:

**A heart to serve others!**

### Role:

To ensure surviving spouses continue to feel a part of the military family and raise the chapters and national awareness of their needs

### Requirements:

- Chapter and national MOAA surviving spouse membership
- Email, Word and Excel capabilities
- Some knowledge about MOAA services (MOAA Member Service Center can provide background/education)

### Responsibilities:

1. Relay information from the MOAA Surviving Spouse Advisory Committee (SSAC) via announcements at chapter meetings, chapter board meetings and/or articles in your chapter newsletter.
2. Encourage surviving spouses to participate in legislative issues to protect their benefits by sending emails, signing and mailing cards and letters, and making phone calls to Congress.
3. Forward suggestions/recommendations from chapters to the SSAC regarding surviving spouse member's needs and interests.
4. Help support your MOAA chapter (possibly by serving on chapter Personal Affairs Committee, serving on the board, setting up a surviving spouse committee, welcome new members, etc.).
5. Encourage the reprinting of Surviving Spouse Corner articles from the *Affiliate* in your chapter newsletter as well as other information received in the SSAC monthly memo.
6. Assist chapter surviving spouses with MOAA headquarters contact if and/or when necessary.
7. Remind your chapter's surviving spouses about our web site at [www.moaa.org/survivors](http://www.moaa.org/survivors) and the many articles, stories and testimonials they will find there. There are helpful links to other sites, a list of books for surviving family members, and of course, the many publications and services offered by MOAA for the surviving families of our military. Please encourage your surviving spouse members/surviving spouses to contribute articles, stories and testimonials to the MOAA surviving spouse web site.
8. Help recruit and retain surviving spouses as members of MOAA for national and your chapter.

**Contact SSAC anytime via email: [auxcomm@moaa.org](mailto:auxcomm@moaa.org)**