

**Chapter Handbook**  
**East-Central Alabama Chapter**  
**of the**  
**Military Officers Association of America**

**March 10, 2020**  
**Version 4.0**



**East-Central Alabama Chapter**  
**Military Officers Association of America**  
**P. O. Box 1003**  
**Auburn, AL 36830-1003**



PREAMBLE\*

To inculcate and stimulate love of our country and the flag;

To defend the honor, integrity, and supremacy of our National Government and the Constitution of the United States;

To advocate military forces adequate to the defense of our country;

To foster the integrity and prestige of Uniformed Service;

To foster fraternal relations between all branches of the various Services from which our members are drawn;

To further the education of children of Service personnel;

To aid active and retired personnel of the various Services from which our members are drawn, and their family members and survivors, in every proper and legitimate manner;  
and

To present their rights and interests when Service matters are under consideration.

\* The source of this preamble and much of the text throughout this document is the 2016 MOAA Council and Chapter Policies and Procedures Guide.

## FORWARD

The purpose of this handbook is to provide guidance to the members of the East-Central Alabama Chapter of the Military Officers Association of America (ECAC-MOAA) in the performance of their duties as officers or directors of the chapter.

It also provides guidance as to the functions and responsibilities of the various committees. It is not intended to replace or change any of the articles in the chapter bylaws. It is also not intended to encompass all duties that may be assigned to chapter officers or directors, or to the total responsibilities of the various committees.

It is intended to meet the requirement that the president, subject to the approval of the board of directors, shall annually appoint such standing and special committees as may be required by the bylaws or as may be found advisable.

*//s//*

Michael Horsefield, Captain, USN (ret)  
President  
Date to be determined

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## **SECTION I**

### **BOARD OF DIRECTORS ORGANIZATION**

The East-Central Alabama Chapter Board of Directors (BOD) is composed of four elective officers, four elective directors, and the immediate past president; each of whom shall be a regular member of the organization:

Elected Officers:

President

Vice President

Secretary

Treasurer

Immediate Past President

Elected Directors (four elected for a two-year, staggered term)

Chaplain (Appointed)

The Executive Committee is composed of all the elected and appointed officials; i.e., officers, directors, and committee chairpersons.

The following are the currently assigned Directors:

Director, Chapter Affairs

Director, Communications

Director, Program and Banquet

Director, Legislative

Ad hoc committees:

Nominating Committee

Financial Audit Committee

## SECTION II

### BOARD OF DIRECTORS POSITION DESCRIPTIONS

#### 1. President

The President shall:

- Serve as the chapter's chief elected officer.
- Preside at meetings of the chapter and of the Board of Directors.
- Serve as an ex-officio member, with the right to vote, on all committees except the nominating committee.
- Communicate to the chapter or to the executive committee information or proposals that, in the president's opinion, would help in achieving the purpose of the chapter.
- Make a State of the Chapter Report at the annual membership meeting.
- Serve as the chapter's principal delegate to the Alabama Council of Chapters (ALCOC) and will designate an alternative delegate when not able to attend council meetings.
- Prepare quarterly reports of chapter activity to the Alabama Council of Chapters.
- Attend meetings of the Auburn Veterans Committee.
- Lead the submission for the annual MOAA Level of Excellence (LOE) awards.
- Perform such other duties as are necessary incident to the office of the president.

#### 2. Vice President

The Vice President shall:

- Perform the duties of the president in the event of the president's temporary disability or absence.
- Maintain a schedule of events for the chapter, updated at least monthly, which projects known events for the following twelve months.
- Act as the chapter point of contact and coordinator for the speaker program.
- Sign checks for payment of just obligations of the organization in the absence or unavailability of the treasurer to perform duties.
- Perform such other duties as assigned by the president.

#### 3. Secretary

The Secretary shall:

- Provide to the chapter membership timely written notification of all annual, regular, and special chapter meetings as defined in the By-Laws. This is generally by means of the chapter newsletter.
- Maintain a record of all proceedings at chapter membership and Board of Directors meetings and send a copy of the Board minutes to the members of the Board via e-mail for approval.

- Prepare required correspondence.
- Maintain the chapter's correspondence files.
- Prepare reports and returns which might be required of the chapter by law.
- Safeguard all important records and documents and valuable equipment belonging to the chapter.
- Ensure updated chapter officer information is furnished to the MOAA Chapter Council and Chapter Affairs, as soon as possible following chapter leadership changes.
- Provide a current membership roster and other information to the chairman of the membership committee for inclusion in the annual chapter directory.
- Provide membership-related inputs to the chapter's quarterly report of activity to the chapter representative to ALCOC.
- Perform such other duties as are commensurate with the office or as may be assigned by the board of directors or the president.

#### **4. Treasurer**

The Treasurer shall:

- Receive the annual dues, record the paying members, deposit all monies, and forward the list of those paid to the Secretary.
- Collect monies at the monthly meetings.
- Sell 50/50 tickets and collect the money.
- Maintain a record of all monies received and expended by the chapter.
- Make disbursements authorized by the chapter or the board of directors.
- Deposit all sums received in a financial institution approved by the board of directors.
- Make a financial report at the annual membership meeting or when called upon by the president; e.g., the monthly meetings of the executive committee.
- Recommend to the board of directors, for approval prior to the annual meeting, a budget for the next calendar year.
- Recommend to the board of directors, whenever appropriate, changes to the approved budget, or new or revised financial policies.
- Prepare the financial records for the semi-annual audit.
- Provide inputs to the chapter's quarterly report of activity to the chapter representative to ALCOC.
- Prepare and provide reports required by the State of Alabama and the Internal Revenue Service.
- Maintain a supply of 50/50 raffle tickets.
- Perform such other duties as are commensurate with the office or as may be assigned by the board of directors or the president.



## **5. Immediate Past President**

The Immediate Past President shall:

- Serve as the chairperson of the nominating committee to propose a slate of elective officers and directors for the next biennial election.
- Be an active officer of the chapter, subject to the needs of the president for counsel and advice.
- Assist the President with the annual MOAA Level of Excellence (LOE) awards.

## **6. Chaplain**

The Chaplain shall:

- Be an appointed officer, with a seat and voice on the board of directors, but have no voting rights.
- Deliver the invocation at chapter meetings and on other appropriate occasions.
- Act as a member of the personal affairs committee.
- Perform such other duties as are commensurate with the office or as may be assigned by the board of directors or president.

## **7. Directors**

The Directors shall:

- Serve for a term of two years.
- Be a chairman or member of at least one committee.
- Act for the chapter membership in directing the affairs of the chapter.
- Perform such other duties as are commensurate with the office or as may be assigned by the board of directors or the president.

## **SECTION III**

### **DIRECTOR RESPONSIBILITIES**

#### **1. Director, Chapter Affairs**

- The Director of Chapter Affairs is an elected position and member of the Board of Directors.
- Under the general direction of the President, the Director of Chapter Affairs oversees the following programs that are of importance and interest to the chapter membership:

Chair, Surviving Spouse  
Chair, TOPS  
Chair, Membership  
Chair, Personal Affairs

#### **2. Director, Communications**

- The Director of Communications is an elected position and member of the Board of Directors.
- Under the general direction of the President, the Director of Communications oversees the following programs that are of importance and interest to the chapter membership:

Chair, Newsletter  
Chair, Website  
Chair, Social Media  
Chair, News Releases

### **3. Director, Programs and Banquet**

- The Director of Programs and Banquet is an elected position and member of the Board of Directors.
- Under the general direction of the President, the Director of Programs and Banquet oversees the following programs that are of importance and interest to the chapter membership:

Chair, ROTC/JROTC MOAA Medal Awards  
Chair, Monthly Meeting  
Chair, Guest Speaker

### **4. Director, Legislative**

- The Director of Legislative is an elected position and member of the Board of Directors.
- Under the general direction of the President, the Director of Legislative oversees the following programs that are of importance and interest to the chapter membership:

Chair, Bylaws  
Chair, State Council  
Chair, Legislative Updates  
Chair, Monthly MOAA Updates

## SECTION IV

### CHAIR RESPONSIBILITIES

#### 1. Chapter Affairs

**A.** The Surviving Spouse Chair is an appointed position by the Board. Duties include, but are not limited to:

- Connect with the Surviving Spouse Networks within the ALCOC, Virtual, and national MOAA.
- Sending a Condolence Card in the Chapter's name.
- Visiting recently widowed members.
- Providing MOAA's surviving spouse publications to recent widows.
- Providing pre-death information such as the MOAA publications on survivorship and estate planning.
- Attend funerals if appropriate and time permits.
- Conducting training at a general meeting at least once every other year.

**B.** The TOPS Chair is an appointed position by the Board. Duties include, but are not limited to:

- The TOPS Chair is to connect with the MOAA TOPS Network for information, materials, events, or assistance that MOAA provides for chapter members.
- Assisting members who are transitioning from active duty to second-career or retirement.
- Establish a local network of career information for job-seekers.
- Providing information on local or virtual job fairs.
- Providing member with any MOAA publications/literature on career transitioning.

**C.** The Membership Chair is an appointed position by the Board.  
Duties include, but are not limited to:

- Be responsible for recruiting new members and retaining current members.
- Review lists provided by MOAA of new and lapsed MOAA members in the local area who are not known to be chapter members. Obtain assistance from members to contact potential new members.
- Prepare and publish the membership directory as of 1 July annually.
- Maintain a current letter of welcome for new members and coordinate with the secretary for mailing.
- Maintain a current letter to be sent to prospective new members inviting chapter membership and coordinate with the secretary for mailing.
- Maintain a program of encouraging current chapter members to obtain new members.
- Where feasible, appropriate, and cost-effective, support MOAA recruiting incentive programs.
- Coordinate with the chapter Webmaster to ensure membership and recruiting information is current on the chapter Web site.
- Process membership applications and resignations through the MOAA online Committee Module.
- Maintain the membership records and ensure a list of chapter members is sent to national MOAA (Chapter and Council Affairs) at least once a year (usually in January).

**D.** The Personal Affairs Chair is an appointed position by the Board.  
Duties include, but are not limited to:

- Provide information to chapter members and their dependents and survivors about their entitlements.
- Help chapter members and survivors with information on submitting inquiries, applications and claims to government agencies.
- In case of serious illness or death, express sympathy to the next-of-kin and help if needed.
- Keep members informed, generally by means of the chapter newsletter, about facilities and services available in the area, such as commissaries, exchanges, hospitals and dispensaries, and officers' clubs.
- In coordination with the programs committee, arrange for periodic chapter-sponsored seminars of interest to active and retired Service members, and their dependents and survivors.
- Refer members to the MOAA Web site for additional benefit information.
- As appropriate, provide information to the chapter Webmaster for inclusion on the chapter web site.

## 2. Communications

**A.** The Newsletter Chair is an appointed position by the Board.

Duties include, but are not limited to:

- Gather information for inclusion in the newsletter that would be of interest to chapter members.
- Construct the monthly newsletter (except June & July) for publication.
- Solicit input from chapter members and the Board for articles.
- Send the newsletter to the Secretary for emailing/ mailing in enough time to meet the 15-day notification requirement of the bylaws, prior to monthly meetings.
- Coordinate the sponsor program of local businesses by tracking the annual subscriptions and notifying businesses when their annual sponsorship is due for renewal.
- Coordinate with the Treasurer all monies collected for the sponsor program.
- Coordinate with the webmaster to submit the necessary information for the MOAA Harris Communication Award no later than March 1st of each year.

**B.** The Webmaster is an appointed position by the Board.

Duties include, but are not limited to:

- The Webmaster has the sole responsibility to maintain and keep updated the chapter website, [www.ecacmoaa.com](http://www.ecacmoaa.com).
- Ensure the amount needed for the annual domain and website fees are submitted to the treasurer for the upcoming budget.
- Ensure that the domain and website are paid on time. Presently this is through GoDaddy.com.
- Create a favorable image and information of the chapter and MOAA.
- Upload the newsletter and any other information to the website.
- Upload pictures of speakers and those that reflect favorably on the chapter.
- Provide information about the chapter for present and future members.
- Coordinate with the newsletter editor to submit the necessary information for the MOAA Harris Communication Award no later than March 1st of each year.
- On a regular schedule (every 2 months) verify all of the links to other, external websites are valid.
- Coordinate with the members who have space on the website (Surviving spouse, TOPS, etc.) for information to keep updated in their sections.
- Maintain for download chapter documents such as By-Laws, applications, etc.

**C.** The Social Media Chair is an appointed position by the Board.  
Duties include, but are not limited to:

- Establishing and maintaining a Chapter presence on social media platforms such as Facebook and LinkedIn.
- Looking for other Social Media venues that would appeal to the chapter members, or be of use to advertise the Chapter to prospective members.
- On a regular basis, ensuring the social media pages are refreshed/updated.
- Monitor their activity to determine the long-term use and benefit of these, or any, social media platforms.

**D.** The News Chair is an appointed position by the Board.  
Duties include, but are not limited to:

- Establish contacts and a working relationship with local news media.
- Coordinate with local media outlets for the publicizing and reporting on chapter
- activities for active and retired military personnel, their dependents, and survivors.
- Draft timely news releases for submission to the news media with information of interest to the military and civilian communities regarding the chapter's goals, objectives, achievements, and programs for active and retired service members, their family members and survivors.
- Coordinate with the newsletter editor and/or webmaster for news articles to be published in the newsletter or posted to the chapter website.

### **3. Program and Banquet**

**A.** The J/ROTC Awards Chair is an appointed position by the Board.  
Duties include, but are not limited to:

- The chair shall administer and operate the ROTC/JROTC Awards program using the guidance from MOAA and the Chapter's board of directors.
- Maintain enough supplies for presentation. This includes the appropriate certificate, presentation folder, and medal w/ribbon bar.
- In the fall, contact the schools for renewing the relationship with the schools and to determine their point of contact for future correspondence.
- In early February, email each school's contact with a welcoming letter, award criteria, and a form to submit.
- Establish a method of tracking all correspondence.
- When the awardee biographies are submitted, forward to the newsletter editor.
- Notify the Meeting Chair and Treasurer of the number attendees at the Annual Banquet.
- Provide a list of names of instructors, cadets, and family members for the check in process.
- Create a program of events for the Annual Banquet.
- Function as the Master of Ceremonies for the Annual Banquet.
- Arrange, with the help of any chapter members, to present the MOAA medals to recipients at their participating schools.
- Coordinate with Director, Communications to publicize to the awards banquet in the newsletter and news media.
- Provide a photograph and a short summary to the News Chair for submission to the local news media for publication.

**B.** The Meeting Chair is an appointed position by the Board.  
Duties include, but are not limited to:

- Serving as the Chapter Point-of-Contact for all meeting arrangements.
- Coordinate with the meeting venue on dates, times, menu, and any extra items the chapter may need.
- Negotiate an annual contract for services with the meeting venue. Present it to the Board in November for the following year. Once approved by the Board, sign the contract.
- Provide the newsletter editor with the upcoming month's menu.
- Act as the RSVP contact in order to provide the venue with a head count when needed.
- Provide the Treasurer with a list of attendees before the dinner meetings.
- Arrange to have a table set up for the Treasurer to operate from.



- Arrange to set up the lectern/podium, audio system, & flags before each meeting.
- Insure all chapter equipment and support items are removed or properly stored upon conclusion of the meeting and the club management is advised of any deficiencies or commendatory accomplishments.
- Coordinate with the Treasurer for payment of the venue.
- Plan for such other events that the President may direct.

**C.** The Speaker Chair is an appointed position by the Board.  
Duties include, but are not limited to:

- The Vice President serves as the Speaker Chair and is the primary point-of-contact to plan and carry out a program of activities in consonance with the purposes of the chapter and the desires of the members, including Surviving Spouse-sponsored programs.
- Maintain a long-range plan for scheduling activities for the next twelve months proposing general topics to be presented.
- Develop detailed plans and arrangements for individual chapter activities, including Surviving Spouse-sponsored programs.
- Obtain interesting speakers for the chapter dinner meetings. Prepare formal invitations to speakers, when appropriate.
- Plan for a suitable token of appreciation for each speaker. Prepare a letter when appropriate.
- Provide speaker edited biography and photos to the newsletter editor for inclusion in the chapter newsletter. Also provide the editor with information on future programs.
- Provide Webmaster with speaker schedule for inclusion on the website.
- In coordination with the personal affairs chair, monitor arrangements for periodic chapter-sponsored seminars of interest to active and retired Service members, and their dependents and survivors.
- Provide administrative assistance; e.g., greeter(s), reception and check-in, chapter and table flags, etc., at monthly chapter dinner meetings and other social activities as appropriate.

## 4. Legislative

**A.** The Bylaws Chair is an appointed position by the Board.

Duties include, but are not limited to:

- Coordinate and implement changes to the Bylaws as directed by the Board of Directors.

**B.** The State Council Chair is an appointed position by the Board.

Duties include, but are not limited to:

- Act as liaison between the state council of chapters and ECAC on legislative matters. Forward legislative information from state committee to ECAC members.

**C.** The Legislative Chair is an appointed position by the Board.

Duties include, but are not limited to:

- Forward legislative information of interest to ECAC membership. This will include information from national MOAA and other sources as appropriate.

**D.** The MOAA Monthly Updates Chair is an appointed position by the Board.

Duties include, but are not limited to:

- The chair shall inform membership of legislative items of importance at monthly dinner meetings.

## SECTION V

### AD HOC COMMITTEES

#### 1. Ad hoc Committees

**A.** The Nomination Committee is appointed by the Board of Directors. The Past President serves as the Chair of this committee. Duties include, but are not limited to:

- In **August** of an election year, the board will appoint 2 Regular members to the nominating committee to assist the past president (Chair) in the selection process of members willing and able to serve as elected officers.
- In **September** of the election year, the nominating committee will notify the chapter secretary in writing of the proposed slate for inclusion in the next newsletter.
- Present the names to the Board of Directors.
- The chapter will vote on these selections at the annual meeting in **October**.
- In the event the past president is not available, the board will appoint another person to chair the committee.
- Between elections, if a vacancy occurs, the Board will appoint in accordance with the Bylaws.

**B.** The Financial Audit Committee is appointed by the Board of Directors. Duties include, but are not limited to:

- In August of each ODD year, whenever the Treasurer is replaced, or when the Board directs, the board will appoint 2 Regular members to perform an audit of the Treasurers book, receipts, and accounts.
- The audit committee will be designated in writing.
- The audit committee will submit a signed letter report to the President stating their findings. This report is to be published in the next monthly newsletter.

**C.** The Charitable Donations Committee is appointed by the Board of Directors. Duties include, but are not limited to:

- Under the general direction of the board of directors, plan and carry out a program of charitable donations that are in line with the Chapter's Mission Statement.
- Maintain a plan for scheduling donations for maximum benefit to the recipient and Chapter.
- As a military officer-oriented organization, all charitable donations should align with the most benefit to military members (active, retired, former, and future), as well as charities that also support this criterion such as an existing veterans or dependents scholarship programs.
- Acknowledging that as a small chapter with limited resources, the Chapter has to carefully select those charities that we can continually support.
- Requests for donations from other local charities shall be reviewed by this committee using the criteria above. If it meets the criteria, and if funds are available, a one-time donation can be made.

See next page for annual charities.

## The East-Central Alabama Chapter of MOAA Charitable Donation Plan

As of this date, June 1, 2021, the Chapter will support the following charities:

- The Auburn Veterans Committee Scholarship Fund.
- The Auburn University Student Veterans Association.
- The 6 JROTC units in our area.

## SECTION VI

### CHAPTER POLICY

#### 1. Various Policies

##### A. Challenge Coin Policy.

- Custom made challenge coins were bought by the chapter in 2019 and are considered a monetary asset that need accounting and protection.
- The Treasurer will maintain the supply of challenge coins and account for those given out and/or sold.
- Challenge coins may be sold to the chapter membership for a price set by the Board.
- The challenge coin will be given, at no cost, to the following people:
  1. Guest Speakers
  2. J/ROTC Cadets awarded the MOAA Medal
  3. Those determined by the Board worthy of a small form of recognition for services provided to the Chapter.
- Any other recipient will need Board approval.