

Military Officers Association of Southwest Florida Foundation, Inc.

Chapter Policies and Procedures Guidelines

PURPOSE

To establish a uniform procedure for the Military Officers Association of Southwest Florida Foundation, Inc. (MOASWFF).

POLICY

It will be the policy of the Military Officers Association of Southwest Florida Foundation, Inc. that Board Members, Adjunct Organizations Chairpersons, and Standing Committee Chairpersons are to provide MOASWF with a reasonable level of service to its members. Volunteers in any Adjunct Organization and Standing Committees are also expected to be able to follow the listed guidelines as outlined in the policy.

1. Ensure all Board Members, Adjunct Organizations, and Standing Committees have a clear and consistent understanding of policies and procedures.
2. Provide guidance on duties and responsibilities.
3. Provide guidance on recruitment and retention.

BOARD OF DIRECTORS

The Board of Directors will consist of, as stated accordingly to the MOASWFF's Bylaws:

- a. The President's principal duties are to:
 - 1) serve as the chapter's chief elected officer;
 - 2) preside at meetings of the chapter and of the board of directors'
 - 3) appoint all standing and special committees except the nominating committee;
 - 4) serve as an ex-officio member, with the right to vote, on all committees except the nominating committee;
 - 5) communicate to the chapter or to the board of director's information or proposals to help the chapter achieve its mission;
 - 6) serve as the chapter's principal delegate to the Florida Council of Chapters (hereinafter known as FCOC) of MOAA;
 - 7) appoint liaison representatives to local military-based organizations by a formal letter to the base commander, when or where appropriate; and
 - 8) perform other duties as are necessarily incident to the office of the president.
- b. The Vice President shall:
 - 1) fill a vacancy in the office of the president automatically;
 - 2) serves as a member of the board of directors and performs other duties the president might assign, and
 - 3) serve as a committee chair.
- c. The Secretary shall provide:

- 1) timely written notification of all meetings of the Chapter and the board of directors and shall maintain a record of all proceedings.
 - 2) maintain a record of all proceedings at chapter and board meetings;
 - 3) provide board members with timely written notification of all meetings of the board of directors;
 - 4) process membership applications;
 - 5) maintain or oversee the maintenance of chapter membership records and ensure a list of chapter members is sent to:
 - a. MOAA's Chapter Affairs Department at least once a year, and
 - b. FCOC's Chapter Affairs Department at least once a year.
 - 6) prepare required correspondence;
 - 7) maintain a chapter's correspondence files;
 - 8) prepare reports and returns;
 - 9) maintain and safeguard all important records and legal documents and ensure they are passed on to a successor;
 - 10) maintain and safeguard valuable equipment (such as U.S. and chapter flags) belonging to the chapter; and
 - 11) perform other duties that are commensurate with the office or as might be assigned by the board of directors or the president.
- d. The Treasurer's principal duties shall:
- 1) collect and be responsible for billing annual dues;
 - 2) maintain a record of all monies received and expended by the chapter;
 - 3) make disbursements authorized by the chapter or board of directors;
 - 4) deposit all sums received in a financial institution approved by the board of directors;
 - 5) make a financial report at each board meeting and the annual meeting or when requested by the president;
 - 6) recommend to the board of directors, when appropriate, new or revised financial policies; and
 - 7) recommend to the board of directors, for approval prior to an annual meeting, a budget for the next calendar year.
- Funds, books, and vouchers the treasurer maintains are subject to inspection and verification by the board of directors, which can be in the form of a formal audit. Audits should be performed every four years or when a new treasurer is elected. The treasurer can be bonded at the discretion of the board directors.
- e. Board Members principal duties shall:
- 1) become a Chairperson for various committees; i.e., Legislative, Personal Affairs, Membership, JROTC Liaison, etc.
 - 2) establish communication with adjunct organizations
 - 3) other duties as requested.

COMMITTEE RESPONSIBILITIES

1. Legislature Committee principal duties are:

- a. Serve as a single point of contact to influence federal advocacy efforts in their congressional districts;
- b. Monitor local, state, and national legislative developments that might affect servicemembers, veterans, and retirees and their families, or national security;
- c. keep the chapter's board, and members informed about legislative developments of particular interest;
- d. recommend to the board, when appropriate, new or revised policies or objectives in the field of legislative affairs;
- e. execute tasks related to advocacy the board of directors specifically might direct or authorize;
- f. liaise with other local organizations concerned with military, veteran, or retiree issues, to obtain their support for the achievement of the chapter's legislative objectives;
- g. liaise with the legislative committee of the state council of chapters and with MOAA's Government Relations Department regarding state and national political offices on matters of vital interest affecting servicemembers, veterans, and retirees and their families, or national security;
- h. ascertain and disseminate to chapter members, but not the general public, the records and positions of candidates for local, state, and national political offices on matters vitally affecting servicemembers, veterans, and retirees and their families thereof, or national security; and
- i. as far as possible, establish and maintain good working relationships with the local, state, and national legislators (and their key staff members) representing voters in a chapter area.

2. Membership Committee principal duties are to retain existing members and recruit new members, establish goals, plan and carry out membership-solicitation drives, and follow up on leads concerning potential members. Ideally, the membership should consist of three to five members.

3. Personal Affairs principal duties may vary depending upon chapter needs; it should:

- a. when called upon, provide information to members and survivors about their entitlements;
- b. when called upon, help members and survivors in the submission of inquiries, applications; and claims to governmental agencies such as the VA, military personnel offices and finance centers, and Social Security offices;
- c. in case of serious illness or death, express sympathy to the next-of-kin and offer assistance as needed; and
- d. keep members informed, generally by means of a chapter's newsletter about facilities and services available in the area such as commissaries, exchanges, hospitals, dispensaries, and officers' clubs.

4. JROTC Liaison principal duties may vary depending upon chapter needs; it should:

- a. provide information to the Board and members regarding special events for the JROTC
- b. Coordinate JROTC participation with Chapter events; i.e., Military Ball, JROTC Awards Dinner
- c. Provide information to the Webmaster.

5. Special Committees may be appointed from time to time; i.e., Bylaws or Program Committee. A special committee's term ends when it has completed its assigned task.

5. The Chairpersons of the Committees may be appointed by the Board of Directors as non-voting members of the Board of Directors. Non-voting members of the Board shall not be included in any requirements for quorums.

6. The Nominating Committee. At least 60 days before the Annual Business Meeting, the board of directors shall appoint a nominating committee of three (3) chapter members, preferably not currently holding elective or appointive office, to:

- a. Develop a proposed slate of elective officers and directors for the next calendar year and determine their willingness to serve, if elected.
- b. Shall furnish the slate of nominated candidates for the elected offices to each regular member at least 30 calendar days before the Annual Business Meeting. The secretary shall furnish the slate of nominated candidates for the elected offices to each regular member at least 20 calendar days before the Annual Business Meeting. Notification to members shall be either by mail, e-mail, or fax at least 20 days before the Annual Business Meeting.
- c. This committee's term ends once this goal is accomplished.

FINANCES AND DUES

1. Operating Costs. The following items may be considered when estimating operating costs:

- procurement of stationery, forms, mailing labels, and other administrative supplies;
- rental of a post office box;
- Web page development and maintenance
- postage;
- Printing of bylaws, membership directories, membership solicitation material, and address labels;
- publication of a newsletter;
- meals, drinks, and token gifts for guest speakers and their spouses;
- chapter recruiting and retention;
- travel and other expenses related to chapter representation at council meetings, legislative activities, etcetera;
- council dues;
- special chapter activities;
- contributions (other than operating budget);
- flowers/get-well cards for the sick or families of deceased chapter members; and
- memorial contributions

2. Sources of Income. How will MOASWF raise revenue to support its Chapter and contributions to JROTC & other charities as deemed appropriate by the Board of Directors? Suggestions include:

- conducting raffles;
- setting prices for meals slightly higher than the cost to make a small profit;
- selling advertising space in a newsletter (considered unrelated business income under the Internal Revenue Code and generally not taxable);
- selling soft drinks or food at local community or military functions;

- corporate sponsors;
- a golf tournament;
- silent auction; or
- potluck dinner for a monthly event and charging the normal dinner fee.

3. Dues. Examine the structure of the dues. Questions to consider:

- who is paying dues:
 - regular, auxiliary, honorary members'
 - adjunct organization members
- Analyze the current dues structure. When was it last changed? Is it still realistic?
- Consider a multi-dues structure to account for different categories of members.
- Life Dues for members.
- How are renewals managed: check or credit card?
- Should over 90 be exempt?

RECRUITMENT and RETENTION

1. Strategic Planning. MOASWF leaders and members need to be able to answer the questions, "What does your chapter do?" when asked by a prospective member or guests. Requires a Chairperson!

- Annual strategic planning meeting to be held once a year where there are appointed Chairperson(s) for each event with consent by committee Chairperson of MOASWF considers:
 - outreach events or programs;
 - social events;
 - community involvement
 - personal affairs assistance

2. Community Involvement. Considerations:

- Host an event: Gold Wives, Home Base, etc.
- Sponsor or cosponsor annual patriotic or charity events.
- Participate in outreach programs such as Veterans in the Classroom;
- Visit Veterans in nursing homes.
- Participate in food-for-the-needy projects and programs or staff food kitchens.
- Become involved with the local JROTC programs in an active, visible fashion.

3. Recruiting. Developing a strategy for getting new members; i.e.,

- Timing of a drive, with person-to-person contact, is key.
- Follow-up contact with letters tailored to the individual to include an invitation to the Board of Director's meetings and Social Events.
- Welcome letter to members who joined.

4. Retention. Is MOASWF doing enough to retain members? Some specific factors affecting retention are:

- maintaining a chapter mission and focus;
- age (the perception that a chapter may be only for older members);
- repetitive activities (having events at the same time and place every month might be counterproductive);
- members feeling unwelcome;
- lack of attachment to a community.

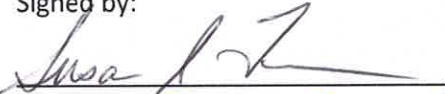
To overcome retention obstacles, MOASWF may wish to consider these strategies:

- offering ride-sharing programs to chapter activities for older chapter members;
- varying meeting times and days to meet member needs;
- contacting inactive members before terminating their membership in the chapter;
- varying programs and events;
- providing entertainment (use nearby colleges, universities, and high schools);
- inviting relevant speakers such as legislators or city officials;
- organizing special events and raffles, gift exchanges, etcetera;
- keeping costs economical, but don't let price be the driver of what type of activity to hold;
- establishing a phone tree for such purposes as attendance, contacting members moving into or out of the area, or health concerns;
- using a website or newsletter to recognize accomplishments of members and publish biographies;
- highlighting new chapter members in an e-newsletter, make them feel welcome and part of the organization;
- facilitating member involvement by having volunteers serve on short-term, one-time-only projects and special issues;
- providing community service by assisting one another (JROTC), participating in a coupon project, etc.;
- welcoming new members through a welcoming committee;
- reaching out and recruiting the surviving spouses of recently deceased members; and
- performing individual recognition ceremonies at meetings for notable accomplishments and present certificates for various types of special recognition.

The Military Officers Association of Southwest Florida, Inc. Policy and Procedures may be amended by the Board of Directors at their discretion.

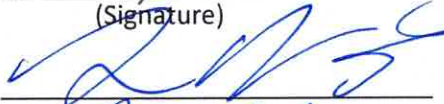
Effective: 5/6/2021 (date)

Signed by:


(Signature)

Susan I. Farr
(Printed Name)

President
(Position)


(Signature)

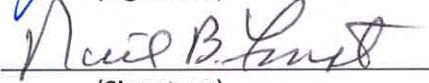
Andrew A. Vallozzi IV
(Printed Name)

Vice President
(Position)


(Signature)

John R. Fulmer III
(Printed Name)

Treasurer
(Position)


(Signature)

Neil B. Frost
(Printed Name)

Secretary
(Position)