

## Section 9: Appendix 9\_ Secretary, MTC MOAA

- a. Responsibilities:
- Provides members with timely notification (emails and newsletter) of all general meetings, and board members notification of all board meetings by means of a chapter newsletter.
  - Manages the Chapter email account and produces emails as necessary to keep Chapter members aware of upcoming events and opportunities
  - Maintains a copy of all proceedings at chapter and board meetings (Agendas published by President).
  - Prepares or initiates required correspondence, officer name badge orders, business cards, etc. as required
  - Maintains and preserves the chapter's correspondence files and records of all funds received at the Chapter P. O. Box.
  - Maintains and safeguards valuable equipment (such as chapter banner) belonging to the chapter.
  - Monitors Chapter P. O. Box and ensures that all correspondence received is delivered to the appropriate Chapter officer
  - Performs other duties commensurate with the office or as assigned by the board of directors or the president.
1. Publishes the Chapter Newsletter each month following the scheduled Board meeting for each month and upon receipt of information from the Chapter President, Legislative Liaison and on the upcoming speaker. Sends a DRAFT copy of the newsletter to Officers and Board members as soon as possible following each Board meeting and request their input/corrections/suggestions. Once Newsletter is ready to be mailed, has it printed for non-email members and mails them accordingly. For members with good email addresses, sends it them via email as a pdf. Also send a copy as a complimentary action the President of the TN Council of Chapters and the MOAA Editor each month.
  2. Until a new Chapter Webmaster becomes available, maintains the Chapter Website (<https://www.mtcmoaa.org>). The website is overdue an overhaul to allow for better navigation and for adequate view via cellphone. Responsible for having the website ready and completing the Chapter submission for the annual MOAA Colonel Marvin J. Harris Communications Award (Website).
  3. Monitors the Chapter P. O. Box and distributes material received as appropriate. On checks received, maintains an annual "Funds Received" excel workbook for Membership and Scholarship checks and provide this listing (Board and Monthly) to the Treasurer with any checks or cash received. Also shares this information with Membership Chair so that the Membership listing can be updated.
  4. Maintain Scholarship Donation records to be used in allocating donations to Chapter Scholarship initiatives, as well as for preparation of tax letters at end of the scholarship year. Prepares and mails scholarship tax donation letters to

members/donors as soon as information is received from MOAA and applicable Universities.

5. Maintains a record of all outgoing Chapter correspondence (at present this is only accomplished on correspondence that the Secretary generates, so we need to find a method of capturing correspondence from the Treasurer and President as well).
6. Chapter Board specific orders:
  - a. Board Business Cards
  - b. Board Nametags
7. Maintains Chapter Historical files/records. Attempts to digitize these records whenever possible. This includes photographic records of Chapter meetings and events submitted by members.
8. Currently responsible for coordinating the annual MOAA Levels of Excellence Award packet for the Chapter, to ensure that it fits the MOAA template and that it has adequate documented photos and verbiage.
9. Ensure Banner and current Award streamers are present for each monthly Chapter meeting.
10. Keeps the Chapter Bylaws up to date and posted on the Website.

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