

Section 9. Appendix 4. Personal Affairs Director (effective 1/24/2023).

(a) Responsibilities

- 1) Serves as the primary point of contact for Chapter members regarding personal affairs information with emphasis on keeping records and information up-to-date through annual checklist
- 2) In a case of a chapter member's serious illness or death, expresses sympathy to the next-of-kin through cards and offer assistance as needed
- 3) Keeps members informed, generally by means of the MTC MOAA Chapter newsletter about updated military facilities and services in our commuting area related to Middle TN State Veterans Cemetery, Middle TN State Veterans Home, and related organizations;
- 4) Submits a written description of the personal affairs annual program to the president for inclusion in the Chapter's annual calendar of programs; it will be included in the chapter's Levels of Excellence Award submission; and
- 5) Performs other duties as are necessarily incident to the personal affairs officer, such as:
 - i. Ensuring chapter members understand the scope and depth of personal affairs assistance and resources available to them via MOAA and other sources
 - ii. Updating chapter members whenever there are changes to personal affairs assistance and resources;
 - iii. Performing other duties the president might assign.

(b) Resources

- 1) MOAA website: www.MOAA.org
 - i. MOAA Personal Affairs Guide
 - ii. MOAA Survivor's Planning Guide
 - iii. MOAA Family Matters
 - iv. MOAA Free Webinars
 - v. MOAA Miscellaneous Resources
- 2) MTC MOAA Annual Personal/Financial Affairs – Planning Ahead Checklist Reminder
- 3) Federal and State Related Military Resources