

**Section 9.** Appendix 7. Transition Assistance Director (effective 1/24/2023).

(a) Responsibilities

- 1) Provides networking support for MTC MOAA chapter members in career transition with a focus on members/potential members recently separated and/or retired from the military.
- 2) Connects MTC MOAA chapter members with career transitions resources with a focus on members/potential members recently separated and/or retired from the military.
- 3) Attends MTC MOAA chapter meetings.
- 4) Reviews drafts of chapter's monthly email newsletter.
- 5) Reviews agendas for monthly executive board meetings.

(b) Relevant Resources

- 1) MTC MOAA Chapter Google Files Drive
- 2) MTC MOAA Chapter Member Directory
- 3) MTC MOAA Web Site (<https://mtcmoaa.org/>)
- 4) MOAA Transition and Career web page (<https://www.moaa.org/content/benefits-and-discounts/transition-and-careers/transition-and-career/>)
- 5) MOAA Networkers Quarterly Meetings, POCs Brian Anderson ([briana@moaa.org](mailto:briana@moaa.org)), Kimberly Bruce ([kimberlyb@moaa.org](mailto:kimberlyb@moaa.org))
- 6) MT SHRM Web Site (<https://mtshrm.org/>)
- 7) PMI Nashville Web Site (<https://pminashville.org/>)
- 8) Operation Stand Down Tennessee (OSDTN) Web Site (<https://www.osdtm.org/>)

(c) Functions

- 1) Canvases chapter email newsletter and monthly executive board meeting notes for new chapter members/potential members who are in transition.
- 2) Ensures chapter leadership knows to route (and does route) all new/potential members in career transition to this director
- 3) Meets with new chapter members/potential members who are in career transition with a focus on members/potential members recently separated and/or retired from the military.
- 4) Provides coaching to new chapter members/potential members who are in career transition with a focus on members/potential members recently separated and/or retired from the military.
- 5) Maintains a network of recently, successfully transitioned chapter members to meet with chapter members/potential chapters members who are in a career transition.

- 6) Maintains contact with Middle Tennessee Society of Human Resources Management, Operation Stand Down Tennessee and Project Management Institute Nashville.