



MILITARY OFFICERS
ASSOCIATION OF AMERICA
Cape Canaveral Chapter, Inc.

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CHAPTER HANDBOOK

Prepared by the Board of Directors and Committee Chairs
Edited and Approved by the Board of Directors

A handwritten signature in black ink, appearing to read 'Dan Smith', is written over a horizontal line.

President, MOAACC

29 August 2019

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MILITARY OFFICERS' ASSOCIATION OF AMERICA
Cape Canaveral Chapter, Inc.
(Short Title: MOAACC)

CHAPTER HANDBOOK

1. PURPOSE.

This Handbook contains processes and procedures necessary to effectively manage the activities of The Military Officers Association of America, Cape Canaveral Chapter, Inc. (MOAACC). Its authority derives from Chapter Bylaws Article VII, Board of Directors, and Section 3. In case of a conflict between the provisions of this Handbook and the Chapter Bylaws, the Bylaws shall prevail. Additionally, this Handbook establishes guidelines and procedures for the Military Officers Association of America Cape Canaveral Chapter (MOAACC) Officers and Board of Directors (Board) to follow in the conduct of Financial activities for the Chapter, consistent with the operation of a MOAA Chapter under the rules of IRS, Chapter 501c(19) Veterans Organization. The fiscal year for MOAACC, Inc. is 1 January through 31 December. As a living document, it reflects the intent and direction of the current Board of Directors. Therefore, it shall be reviewed annually and revised as necessary. Revisions require approval by the Board of Directors.

2. BACKGROUND.

Since MOAACC's inception in 1957, the number of committees, clubs, and activities has grown to the point that managing the business of the Chapter is complex. This handbook builds on that structure by:

- a. Defining the responsibilities (job descriptions) of the Elected Officers, Directors, and Standing Committees;
- b. Outlining the relationship between MOAACC, Inc (501(c)(19) and the MOAACC 501 (c) (3) nonprofit organizations--Scholarship Corporation and Good Deeds Foundation;
- c. Describing the Chapter Sponsored Clubs; and
- d. Summarizing the roles of the many Special Assistants on whom the continued success of the Chapter depends.

3. GENERAL GUIDANCE.

MOAACC is a service/social organization dedicated to maintaining a strong national defense and preserving the entitlements and benefits of its members. Firstly, it promotes the aims, objectives and national legislative programs of MOAA. High priority is given to providing useful services to our members and to the favorable resolution of issues that affect active-duty and retired members of the seven uniformed services and their Reserve and National Guard components. MOAA National, the various State Councils and their affiliate chapters, including the Military Officers Association of America, Cape Canaveral (MOAACC), are all nonpartisan

organizations. In addition to the purposes set forth in its Bylaws, the Chapter shall be guided by the following broad goals and objectives:

- a. Maintain and expand the membership.
- b. Encourage and provide opportunity for camaraderie and fellowship among the members.
- c. Publish and distribute *The Intercom* newsletter monthly.
- d. Publish and maintain the website MOAACC.ORG and Facebook page.
- e. Keep the members informed of pertinent legislative issues and encourage active participation in the legislative process.
- f. Provide varied programs that are educational, informative, and/or entertaining.
- g. Maintain an awards program for JROTC, ROTC, Sea Cadets and Civil Air Patrol units in the local area.
- h. Provide a Survivor Assistance Program to assist members and surviving spouses.
- i. Limit solicitation of members, to dues, a Scholarship Fund drive each spring and a Good Deeds Fund drive at the holiday season.

4. FIDUCIARY GUIDANCE.

The following guidelines are established for investment of Chapter funds and for reimbursement of expenses for official travel by the President:

a. CONFLICT OF INTEREST

Members of the MOAACC Board are prohibited from activities that might present conflicts of interest. The powers of the Board may not be used to personally benefit any Member at MOAACC or MOAA's expense. If a Member has a financial interest in a transaction, the Member must fully disclose the interest and abstain from voting. Loans to or from Board Members are prohibited. Chapter activities will be conducted using Chapter resources and the Chapter will not be indebted to members for services or donations not accounted for.

a. Investment of Chapter Funds. The intent of the Board is to control and invest funds to optimize return with minimal risk to principal. Sound investment of funds in the Life Membership Fund Account is critical to ensure that the fund generates enough income to cover the fair share of operating expenses for life members. The President shall annually appoint a Budget and Finance Committee of three MOAACC members including the Treasurer, who will be the Chair. The Committee shall review the status of investments in June and in December to determine what changes, if any, are necessary in investment policy or specific investments. The Committee's findings and recommendations will be reported to the Board of Directors, which retains sole authority to modify or change investment policy and to approve investment strategies. The Board and the Budget and Finance Committee shall be guided by the following principles:

- (1) Account fund principal shall be safeguarded against loss or decline. Investments should provide the greatest return consistent with safeguarding principal.
- (3) The maximum maturity permitted for investment instruments is five years.
- (4) Investments shall be limited to fixed investments such as U. S. Treasury securities, federally insured certificates of deposit (CDs), and money market funds.
- (5) Treasury securities and CDs should be selected with maturity dates that anticipate the need for the funds.
- (6) Growth fund and other high-risk investments are not permitted.

b. Reimbursement of Travel Expenses. All requests for reimbursement of travel expenses must be approved by the President. The following reimbursement rules shall apply:

- (1) Air or rail fare at cost;
 - (2) Cab fare at cost plus tip;
 - (3) Privately owned vehicle at the prevailing IRS charitable mileage rate;
 - (4) Event registration fees;
 - (5) Mandatory/high-payoff, public relations events (e.g. President's Reception); and,
 - (6) Lodging.
- (7) Board members, who on rare occasions receive approval to travel outside the local Brevard County area to attend MOAA state or national level meetings may be authorized reimbursement of travel expenses. If projected expenses exceed the dollar amount allocated in the comprehensive budget, board approval will be required prior to reimbursement of travel expenses. Local travel of 50 miles or less will not be reimbursed. Local travel of a greater distance will be reimbursed for mileage and parking only. Receipts are required. Round trip mileage is reimbursed based on the IRS allowed rate for Charitable Organizations. The 2019 rate is \$.14 per mile. All requests for reimbursement must be signed.

5. MOAACC's RELATIONSHIP WITH THE MOAACC SCHOLARSHIP CORPORATION AND THE GOOD DEEDS FOUNDATION.

a. The MOAACC Scholarship Corporation:

(1) **Organization.** The MOAACC Scholarship Corporation shall be organized and operated exclusively to receive, administer, and expend funds associated with the Scholarship Program and shall have its own Bylaws.

(2) **Membership:** The Board of Directors shall consist of not less than three or more than five members, each of whom must be a member of MOAACC. On the recommendation of the President of MOAACC, the MOAACC Board of Directors shall appoint the President and concur in the appointment of the other Directors. The President, Scholarship Corporation, publishes a sequence of annual events and reports at least monthly to the MOAACC Board of Directors on status of the Scholarship Program.

b. The MOAACC Scholarship Program.

(1) **Goals:** The goals of the MOAACC Scholarship Program are to assist worthy students who are descendants of members of the Uniformed Services of the United States and to recognize appropriately donors thereto.

(2) **Objectives:** To achieve the goals, the program aims to: 1) select worthy students based on academic merit and leadership potential; 2) be self-sufficient and achieve its approved annual scholarship objective from fund raising activities and income earned; and 3) recognize appropriately in ceremonies, by awards and in the media, all recipients, donors, and those memorialized.

(3) **Policies:** The Scholarship Program is administered through the Scholarship Corporation. The Program provides grants to worthy full-time students in a variety of disciplines. Applicant must be a descendant of active duty or retired military, descendant of current or deceased member of MOAACC or descendant in perpetuity of a MOAACC life member. The applicant must also be a Brevard County resident (unless a descendant of a MOAACC member) and have been accepted as a junior or senior in an accredited college or university, not necessarily located in Brevard County. Students entering full time graduate studies may also be considered.

(4) **Scholarship Program Schedule:** The annual scholarship fund drive is conducted in March, April, and May. The cutoff date to receive applications each year is 15 June to allow selection of recipients in June and presentation of scholarship grants at the July Chapter meeting.

c. The MOAACC GOOD DEEDS FOUNDATION:

(1) **Organization and Membership:** The Good Deeds Foundation is a 501c3 separated from the MOAACC Board in 2017 led by a President appointed each December by the incoming MOAACC President. The Board is composed of MOAACC members numbering at least five who volunteer to serve each year from January until December. The Board appoints a Vice President and Treasurer or other positions as deemed necessary including coordinators for the three major outreach areas: Active Duty, Students and Veterans. GDF operates with its own set of by-laws.

(2) **Goals, Objectives and Policies:** The GDF goal is to use various tools whose mission it is to collect funds to be distributed to active duty military and family, student related JROTC and other units and individuals and veterans needing special assistance in the area, including through other 501c3 organizations like Honor Flight, USO, etc. By so doing the GDF hopes to distribute all funds earned each year to organizations and individuals which merit such support. A modest reserve will be kept annually so how much that can be distributed will depend on how much is raised each year.

(3) **Schedule:** The GDF will seek outside MOAACC donations all year long from corporations, other organizations and individuals. During each Fall GDF will request MOAACC members consider direct donations and participate or support one annual, major fund-raising project each fall such as a Golf Tournament. The GDF President will provide quarterly reports to the MOAACC Board.

6. ELECTED OFFICER JOB DESCRIPTIONS.

Candidates generally are selected to progress through the Vice President and President positions after having first served as a Director, Secretary, Treasurer, or major Committee Chair. In support of the duties assigned in the Chapter Bylaws, job descriptions for each elected officer are listed below.

a. President:

- (1) Serves as Chief Executive Officer of the Chapter.
- (2) Presides over most MOAACC events and meetings unless delegated.
- (3) Appoints Chairpersons of the Standing Committees, Other Committees, and Chapter Sponsored Clubs approved by the Board of Directors.
- (4) Recommends appointment of the Presidents of the 501 (c) (3) organizations to the Board of Directors for approval.
- (4) Appoints the Special Assistants described below.

- (5) Serves as senior Chapter Delegate and appoints other delegates for each annual Convention of the Florida Council of Chapters.
- (6) Sets annual goals and objectives for the Chapter.
- (7) Writes a column for each issue of ***The Intercom***.
- (8) Ensures liaison with other military and veteran organizations within the local community.
- (9) Maintains a current copy of the Florida Council of Chapters "Blue Book."
- (10) Uses President's Travel Funds for Chapter purposes as deemed necessary.

b. First Vice-President:

- (1) Coordinates and supervises, as required with the following: Brevard Veterans Council Liaison; Budget and Finance Committee; ; Entertainment; *Intercom*; Membership Directory Editor; On-The-Go; Program Committee; Public Affairs; Speakers Bureau; Student Affairs (ROTC, JROTC, Air & Sea Cadets); VA Clinic Liaison; Web Master; Welcome Committee; and Current Affairs Forum.
- (2) Develops and submits a proposed annual luncheon program schedule to the Board of Directors for review and approval.
- (3) Extends invitations to speakers two to three months before the date of the monthly luncheon or other scheduled events.
- (4) Provides guest speaker's biography and photograph to ***The Intercom*** Editor no later than first of month prior to the month of publishing.
- (5) Introduces guest speakers.
- (6) Arranges for a memento to be presented to each guest speaker.
- (7) Prepares MOAACC's Levels of Excellence (LOE 5 Step Award) application for submission to MOAA.
- (8) Advises the Web Master of Board decisions and other changes.
- (9) Assists the President.

c. Second Vice-President:

- (1) Chairs the Membership Committee.

- (2) Coordinates and supervises as required with the following: Awards; Legislative Affairs; Medical Liaison; Name Tags; All Ranks Club Liaison; Patrick AFB Retirees Council; Personal Affairs; Quartermaster; Health of Chapter Coordinator; and Transition & Career Coordinator.
- (3) Assists the President and First Vice President as required.

d. Secretary:

- (1) Provides written notice (normally in ***The Intercom***) of meetings of the Chapter and of the Board of Directors.
- (2) Prepares the minutes of each Board meeting and provides copies at the next meeting for members of the Board.
- (3) Ensures the minutes of each Board meeting contain the following:
 - (a) Date/time/place of meeting and names of attendees (A "sign-in" list may be appended).
 - (b) Summary of reports received and approved.
 - (c) The text of each motion and the result.
- (4) Coordinates the collection and distribution of Chapter mail to appropriate individuals within MOAACC.
- (5) Delivers invoices received to the Treasurer for payment.
- (6) Maintains adequate levels of office supplies.
- (7) Provides a summary of Board actions to the Editor for publication in ***The Intercom***.
- (8) Maintains files of Board meeting minutes, annual meeting summaries, official correspondence as directed by the President, and annual financial audits. The State of Florida and/or Internal Revenue Service (IRS) may require copies of minutes in order to continue the Chapter's tax-exempt status.
- (9) Maintains the Corporate Book which contains Articles of Incorporation, Bylaws, letters of agreement, meeting minutes, significant correspondence, directives, and policy instruments which have a continuing effect on the way the Chapter does business.
- (10) Mails a hard copy list of new officers and directors to Secretary of the Florida Council of Chapters and to MOAA National Chapters and Councils Affairs office after Installation of Officers in January.

- (11) Provides direction and ensures adequate resources, coordination, and support are provided to the Special Assistant to the Secretary for Membership Affairs so as to facilitate efficient and timely accomplishment of duties prescribed in the handbook by that individual, and is responsible for ensuring that the duties of the Special Assistant to the Secretary for Membership Affairs are performed.

e. Assistant Secretary:

Acts for the Secretary in his or her absence and assists the Secretary as necessary. Maintains backup files for the Secretary. Also functions as the Recording Secretary for Board of Directors meetings and the annual Chapter meeting. Note: It is essential that the Assistant Secretary be able to perform as many of the Secretary's numerous functions as feasible.

f. Treasurer: FINANCIAL RESPONSIBILITIES (POLICY & PROCEDURES)

It is the responsibility of the MOAACC Board to formulate financial policies and review operations and activities on a periodic basis. The MOAACC President has primary responsibility for implementing all financial policies and procedures. The MOAACC President is also responsible for the coordination of the Annual Comprehensive Budget presentation and the approval of revenue sources and expenditures in accordance with the Board approved Comprehensive Chapter Budget. The Chapter Treasurer, with oversight by the MOAACC Board, has the day-to-day operations responsibility for managing the MOAACC Operating, Savings, and Reserve Account, ensuring the accuracy of the accounting records, internal controls, preparation of monthly and annual financial reports, bank reconciliation, Annual Certification with the FL Department of State, and the annual IRS Form 990 (Non-Profit) submissions.

The MOAACC Treasurer and Assistant Treasurer, as executives to the Military Officers Association of America Cape Canaveral Chapter (MOAACC) Board of Directors, have the authority to conduct all banking/financial business on behalf of the MOAACC, Inc. business entity, the MOAACC, Inc. Board of Directors and its members.”

- (1) Maintains official accounting records (cost accounting method), financial files and records covering a minimum of three years.
- (2) Deposits all sums received in a financial institution(s) approved by the Board.
- (3) Identifies funds earmarked for specific purposes.
- (4) Reports year-to-date status by budget line item at quarterly Board of Directors meetings.

- (5) Pays Chapter bills on an “as occurring” basis for items in the approved budget categories, and as separately approved by the Board of Directors.
- (6) Monitors status of investments and makes recommendations to the Board of Directors.
- (7) Supports an annual audit. The MOAACC Board of Directors will arrange to have an external audit within 3 months of the fiscal year ending December 31st, no later than the end of March and have a report presented to the Board. The Audit will be performed by a CPA who is not a member of MOAACC. The annual IRS Form 990 (post card or EZ option) shall be completed and submitted at this time or in no case after May of the fiscal year, unless an extension for filing, IRS Form 8868 is submitted and approved. This should only occur under unusual circumstances with justification.
- (8) Chairs the Budget and Finance Committee, presents a draft annual budget and recommends annual dues to the Board for approval prior to the annual business meeting. The Board must approve the budget by a majority vote. The President and select VPs, with the help of the various Committee Chairs and major activity event coordinators and the Treasurer shall be responsible for producing an Annual MOAACC Comprehensive Budget and presenting it to Board of Directors within sixty (60) days of the current Board installation and submit it for approval to the Board at the next Board meeting following installation. The budget shall contain revenues and expenses forecasted by month.
- (9) File annual federal income tax returns (Form 990) per IRS code and 501(c)(19) laws.
- (10) Submits the Florida Department of State Corporate annual report (due annually by 1 May). <https://dos.myflorida.com/sunbiz/>
- (11) File Consumer Certification of Exemption (Tax Exemption) every five years.
- (12) The Treasurer shall prepare and present to the Board, Monthly Financial Reports in a format approved by the Board. The reports shall contain opening balance at the end of the previous month in the Operating and Reserve Account balances, a list of revenues by item received and deposited in each account, a list of expense disbursements by item made from each, and the ending balance in each account. Trends and shortfall projections should also be noted.
- (14) The Treasurer shall maintain and oversee the Chapter Bank accounts and ensure the Chapter’s day-to-day financial operations. Several accounts are to be maintained for MOAACC as follows: Operational Account (checking account), Savings Account(s), and Life Membership Reserve Investment

Account. These accounts may be changed as financial conditions and requirements change and/or as required by the financial institution used by MOAACC. All opening and closing of accounts or creation of new investment instruments must be approved by the Board.

- (15) An Operating (checking) Account will be maintained for accounting for operational income and expenses. All revenue in the form of checks, cash, money orders, and credit card deposits, are reviewed by the Treasurer and deposited in the Operational MOAACC Checking Account in a timely manner. Checks are to be written at least biweekly to meet obligations, or ongoing operational expenditures. Checks are pre-printed with a 90-day expiration date. Any check reported as stolen will have an immediate Stop Payment Order placed on the check and it can be reissued immediately. A check reported as lost or misplaced may not be replaced until after the 90-day period to avoid the \$30. stop payment fee and to allow time for it to be found. After 90 days a new check will be reissued without a Stop Payment. An operating account balance of at least two months monthly operating expenses shall be maintained. When the balance falls below this minimum, the Board shall develop a plan for replenishing it from a Savings Account.
- (16) Funds which are not required to maintain the minimum required Operating Account Balance (See Para VIII, above) may be maintained in a Savings Account(s) until such time as they are required for use in the Operating Account. The amounts maintained in this Savings Account may be limited by direction of the MOAACC Board of Directors.
- (17) A Reserve Investment Account will be established by the MOAACC Board in order to provide a legacy account for the Life Members. This account may provide additional interest income to the MOAACC Operating Account.
 - a. The total dollar amount in the Life Member Reserve Account must always be equal or greater than the amount required to support membership benefits to all MOAACC Life Members calculated as follows:
 - b. The total number of years until all Life Members reaches the age of 90 times \$10 per year.
 - c. Reviews annually of the Life Member Reserve. Recommended changes will be presented at the February Board meeting for approval. Life Expectancy is 90 years of age. Calculation of reserve: Life expectancy minus average age of life members; times total number of life members; times \$10. Example: $90 - 86.3 = 3.7$; $3.7 \times 271 = 1002.7$; $1002.7 \times \$10 = \$10,027$. \$10,000 is recommended Life Member reserve.
 - d. This actuarial formula may change as the needs of sustaining the Life Members memberships change and demographics of Life Members shift.

- (18) Inflow and Outflow Procedures (Cash Accounting): All revenue and contributions shall be recorded and must be credited to the appropriate account, of the MOAACC, Inc. Operating account. All cash revenue receipts should be turned over to the Treasurer as soon as practically possible. The Treasurer will use a two-part cash receipt book or other appropriate supporting document; and, write a cash receipt for every cash transaction. The original copy of the receipt will be given to the person from whom the cash is received, and the copy will be attached to the Invoice document prepared for the receipts for the event. If the Treasurer is not available, an Assistant Treasurer must be assigned to receipt for the cash. It should subsequently be placed in an envelope with identification of what it is payment for and maintained in a safe location until it can be transferred to the Treasurer. In the case of memberships, the membership application will substitute as the cash receipt and will be filed with the Quicken Invoice document prepared for the posting of the income to the ledger.
- (19) Deposits: All checks shall be endorsed with the Chapter's official stamp. All cash and checks received through the mail shall be deposited at least biweekly. All deposits shall be made by either the Treasurer or Assistant Treasurer. Receipts for funds deposited by Assistant Treasurer will be forwarded to the Treasurer with documentation identifying the source of the revenue so that the appropriate MOAACC Account may be credited.
- (20) Expenditure Procedures: All expenditures are made by check, with only rare exception. All expenditures shall be made by the Treasurer in compliance with the applicable Boards approved Comprehensive Budget. Questions as to whether an expense item substantially complies with the approved budget must be settled by consensus of the Board of Directors. Upon payment, the paid invoices or reimbursement requests will be filed by the Treasurer, with the payment check stub, by month (Jan-Dec). All requests for expenditure and reimbursement by MOAACC will be made on the approved forms located on the MOAACC Webpage (moaacc.org). Any requests not on the proper forms or not signed will be returned without payment. Any expenditure for items of a non-routine nature in excess of an amount budgeted for such items in the Comprehensive Chapter Budget for that year must be approved by the Board.
- (21) Signature Policy: The Treasurer or Asst. Treasurer will sign all checks. Checks are generated using the Chapters Quicken Accounting Software. In an emergency, the Assistant Treasurer, who is authorized signatory on all MOAACC Inc. Accounts, can generate checks. In the event of absence of the Treasurer all Officers who are involved in financial matters must follow the same expenditure procedures as the Treasurer to sign all checks, drafts, or orders for payment of money, contracts and commitments in the name of the Chapter.

(22) Credit Card Transactions: MOAACC does not utilize a Corporate Credit Card. MOAACC, Inc. owns a Credit Card Machine and PayPal business account which is used at MOAACC functions to accept Credit Cards payments at MOAACC functions. Credit Cards are also accepted as follows:

a. Payments of new and renewal membership dues and contributions for the MOAACC are accepted at the MOAA Website and are tracked by the Treasurer via the MOAA Chapter Dues Site. The payments are closed out by MOAA and posted to the MOAACC Operational Account on the 5th of the month following collection. Appropriate digital notifications are received by the treasurer and passed to the appropriate Boards and Chairpersons.

b. Credit Cards are also accepted on the MOAACC.org Website via PayPal business account for payment of new or renewal dues, contributions to Good Deed or Scholarship Corporation, as well as payment for MOAACC Luncheons and other events. These transactions are tracked via Authorize.net and posted to appropriate accounts at the end of the month.

c. Funds received for Scholarship Corp and Good Deeds Foundations are maintained in an "IN and OUT" account for visibility, but do not reflect in the year-end MOAACC Budget or Operational Account Cash flow balance. The Treasurer subsequently transfers these funds from the MOAACC, Inc. account to the appropriate organizations when the Treasurer receives bank credit card transaction notifications.

(23) Insurance: Reasonable and adequate coverage will be maintained to protect the Chapter's interests. Liability coverage is maintained by and paid for through the Treasurer. Event coverage for certain events may be acquired.

(24) Change Fund/Cash Bank: The MOAACC, Inc. will minimize the use of this type of account. For MOAACC, Inc. events requiring a change fund, the fund will not exceed \$200.00; the Treasurer will maintain this fund and provide on an as-needed basis to support specific events (e.g. Luncheons).

g. Assistant Treasurer:

Acts for the Treasurer in his or her absence and assists the Treasurer as required. Maintains backup files of Chapter financial data.

h. Master-At-Arms:

(1) Maintains custody of chapter flags, banners, and other designated items.

(2) Carries out the duties described in Annex B, Arrangements Checklist.

i. Assistant Master-At-Arms:

Assists Master-At-Arms and serves as Master-At-Arms in his absence.

7. STANDING COMMITTEE JOB DESCRIPTIONS

a. Entertainment Committee:

- (1) Plans and carries out Chapter-wide social events including bus tours and other special events (except for the On-The-Go luncheons), as presented to the Board.
- (2) Plans venue, entertainment, and food and beverage service for events.
- (3) Maintains fiscal controls to ensure that fees and registration cover the expenses of each event.
- (4) All revenue and expenditure requirements will be programmed in the annual budget, coordinated through the Treasurer and approved in advance by the Board annually or on an as needed basis.

b. Legislative Affairs Committee:

- (1) Monitors local, state, and national legislative actions that affect national defense or military personnel (active duty, retirees, veterans, surviving spouses and spouses), when Service matters are under consideration, and keeps Chapter members informed.
- (2) Recommends actions to achieve legislative objectives.
- (3) Maintains liaison with local veteran and military retiree organizations to combine support for common legislative objectives.
- (4) Maintains liaison with the Legislative Affairs Committees of the Florida Council of Chapters and with MOAA's Government Relations Office.
- (5) Establishes and maintains effective relationships and communications channels with local, state, and national legislators.
- (6) Highlights "MOAA's Legislative Update" by reporting summary content at the Thursday Morning Breakfast Club, Board of Directors meetings, and in articles for *The Intercom*.
- (7) Makes use of available tools for reaching the membership and promoting individual action based on the weekly "MOAA Legislative Update."

- (8) All revenue and expenditure requirements will be programmed in the annual budget, coordinated through the Treasurer and approved in advance by the Board annually or on an as needed basis.

c. Membership Committee:

- (1) Second Vice President is Chairman of the Membership Committee.
- (2) Establishes procedures to recruit new members using lists requested from the MOAA Chapter Affairs Office (new members of National who live in the local zip codes, members moving into our area, etc.).
- (3) Makes recruitment a top priority by encouraging support from every member.
- (4) Conducts membership drives.
- (5) Uses the MOAA membership database to identify national members not affiliated with MOAACC.
- (6) Emphasizes the advantage of Chapter membership in articles for ***The Intercom***, local and national publications, MOAACC Website and other MOAACC Board approved social media sites.
- (7) Provides Chapter information and application forms to prospective members.
- (8) Contacts each new member with an email welcome and says thank you to the new member for joining and invites him/her to next luncheon, the Thursday Morning Breakfast Club and other scheduled social events.
- (9) Attends monthly meetings of the BOD and weekly Thursday Morning Breakfast Club to welcome and introduce new members and visitors.
- (10) Establishes and maintains contact with the Council and Chapter Affairs Office of MOAA.
- (11) Recruits new members for the Membership Committee to provide diversity.
- (12) Updates the information trifold for recruiting new members
- (13) Annually provides public recognition of the individual member who recruits the most new members that calendar year.
- (14) All revenue and expenditure requirements will be programmed in the annual budget, coordinated through the Treasurer and approved in advance by the Board annually or on an as needed basis.

(15) Ensures the MOAA Database is updated with new chapter members.

d. Newsletter Circulation Manager:

- (1) Arranges contractual services and obtains Board approval for printing and mail-out of the monthly newsletter at bulk mail rates.
- (2) Coordinates with the Secretary to ensure that the name/address data base provided each month to the contracted mail-out service includes:
 - (a) Each regular, surviving spouse (auxiliary), spouse and honorary member.
 - (b) Each member of the MOAA Board of Directors.
 - (c) President, Florida Council of Chapters and Communiqué Editor.
 - (d) Florida Senators and appropriate Congressional Representatives.
 - (e) Local military commanders and JROTC, ROTC, Civil Air Patrol, Sea Scout organization in Brevard County.
 - (f) MOAA Council and Chapter Affairs office.
 - (g) Each *Intercom* advertiser.
 - (h) Other MOAA Chapters in Florida and those other Chapters that send MOAACC their newsletters and other organizations as approved by the Board.
 - (i) Ensures copies of *The Intercom* are mailed to the Brevard County Public Library for distribution to each branch.
- (3) Determines the total number of *Intercoms* to be printed by obtaining from the Secretary the total number in the data base, plus a small number to meet local distribution needs. Provides this total to the printing contractor and responsible editor by the 20th of each month.
- (4) Coordinates with the printing contractor to ensure ***The Intercom*** is printed by the 3rd working day prior to the end of the month.
- (5) Coordinates with the mail-out service to ensure *Intercoms* are picked up from the printer and mailed out by the last Friday of the month. Picks up remaining copies for internal distribution.
- (6) All revenue and expenditure requirements will be programmed in the annual budget, coordinated through the Treasurer and approved in advance by the Board annually or on an as needed basis.

e. Newsletter Editorial Committee:

- (1) Consists of two or more members who prepare the monthly newsletter.
- (2) The Editor ensures that material for inclusion is received by the first day of the month preceding publication, coordinates proofreading with the other committee members, and delivers the Editor's Proof Copy to the Editorial Consultant.
- (3) Any article submitted for publication to The Intercom that is not directly related to the mission of the Chapter as stated in the BYLAWS, ARTICLE II - PURPOSES or an article from an individual who is not a Chapter member, on active duty, a veteran, or a military retiree will be submitted by the Editor to the Chapter President (or his designee) for review and approval prior to being published in ***The Intercom***.
- (3) Editorial Consultant does a final proofread of the Editor's Proof Copy, corrects any errors, and delivers the corrected Editor's Proof Copy to the printer.
- (4) Editor coordinates with the printer to determine the date of delivery so that the final copies will be available for pick up by the mailing service not later than the 3rd working day prior to the last Friday of the month.
- (5) In coordination with the Webmaster, the Editor maintains a file of ***The Intercom*** covering at least the last three years.
- (6) All revenue and expenditure requirements will be programmed in the annual budget, coordinated through the Treasurer and approved in advance by the Board annually or on an as needed basis.

f. Personal Affairs Program:

- (1) The Chapter has a comprehensive Personal Affairs program that includes the following functional areas:
 - Health of Chapter Coordinator;
 - Quartermaster (Name Tags, Shirts, etc.)
 - Patrick Air Force Base Tides Club Liaison;
 - Survivor Assistance Committee.

Each of these areas is supported by volunteers who perform the duties prescribed elsewhere in this handbook.

- (2) All revenue and expenditure requirements will be programmed in the annual budget, coordinated through the Treasurer and approved in advance by the Board annually or on an as needed basis.

g. Public and Community Affairs Committee:

- (1) Establishes and maintains contacts with local media (newspapers, radio, and television stations) to publicize MOAACC news and events.
- (2) Arranges for photographic coverage of newsworthy events.
- (3) Invites media coverage of significant Chapter events.
- (4) Maintains contact with Patrick Air Force Base and the Editor of Shark Pride newspaper on newsworthy events.
- (5) Prepares and submits Chapter news items for the above-named media agencies.
- (6) Preserves printed news materials for the MOAACC files.
- (7) Submits Chapter news to Florida Council of Chapters and MOAA National for publication in the Communiqué newsletter, The Affiliate, and The Military Officer and Today's Officer magazines.
- (8) All revenue and expenditure requirements will be programmed in the annual budget, coordinated through the Treasurer and approved in advance by the Board annually or on an as needed basis.

h. Student Affairs (ROTC) Committee:

- (1) Presents an ROTC/JROTC award to an outstanding cadet in each local college and high school unit as coordinated with the Commanding Officer or Senior Military Instructor. The basic award is the MOAA ROTC Medal with Ribbon Bar and MOAA Certificate. The Committee Chair orders awards as required from MOAA Emblem c/o SFI, P.O. Box 463, Federalsburg, MD 21632.
- (2) Invites recipients of the MOAA ROTC Medal, and one ROTC Instructor from each high school receiving awards, as guests of the Chapter at the April luncheon. Coordinates luncheon ceremonies with the Chapter President, the Program Chairman, Luncheon Coordinator and any other Chapter activities involved.
- (3) Arranges for a senior officer to present the MOAA medal/ribbon to an outstanding cadet in each Brevard County High School, JROTC Unit, U. S. Naval Sea Cadet Corps Unit and in the ROTC unit at the Florida Institute of

Technology. JROTC units are located at the following Brevard High Schools: Astronaut (Army), Bayside (Navy), Cocoa (Army), Cocoa Beach (Army), Eau Gallie (Air Force), Florida Air Academy (Air Force), Heritage (Army), Melbourne (Air Force), Merritt Island (Army), Palm Bay (Marine Corps), Rockledge (Army), Satellite (Air Force), Space Coast (Air Force), Titusville High (Navy) and Viera (Army) High Schools. A Senior Army ROTC Unit is located at Florida Institute of Technology. The U. S. Naval Sea Cadets have units in Melbourne and Cocoa.

- (4) Arranges for JROTC, Sea and Air Cadet Units to provide a Color Guard on a rotational basis for the August through May luncheons. The Chapter provides lunch for four Color Guard members and one Instructor.
- (5) In August, provides budget estimates to the Board of Directors for awards, luncheons, plaques, postage, and photographic costs.
- (6) Invites high school seniors who received service academy appointments and/or ROTC scholarships to colleges and universities to the May luncheon and presents each with a suitable memento.
- (7) All revenue and expenditure requirements will be programmed in the annual budget, coordinated through the Treasurer and approved in advance by the Board annually or on an as needed basis.

i. Survivor Assistance Committee:

- (1) Assists members and surviving spouses.
- (2) Provides information on entitlements to members and survivors.
- (3) Assists members and survivors in the submission of inquiries, applications, and claims to government agencies.
- (4) Maintains a library of pertinent personal affairs publications from MOAA's Personal Affairs Office.
- (5) Maintains addresses and telephone numbers of survivor assistance officers at local and regional military offices; Finance Center for each Service; Veterans Administration and Social Security Offices; MOAA's Personal Affairs Office; MOAA's Survivor Administrative Assistance Service.
- (6) Provides, on a monthly basis, notices of death of members to the Assistant Secretary for Membership for the update of the Member Database and to the Editor for publication in *The Intercom*.

- (7) Sends a list of Chapter members who passed away during the preceding calendar year to the Secretary of the Florida Council of Chapters and MOAA Chapters and Councils Affairs Office.
- (8) Sends an email notification to MOAA and Chapter leaders when a member dies.
- (9) All revenue and expenditure requirements will be programmed in the annual budget, coordinated through the Treasurer and approved in advance by the Board annually or on an as needed basis.

8. MOAACC CHAPTER AWARDS PROGRAM

a. Awards Committee.

The Awards Committee is composed of three members, preferably past presidents or members in long standing. The function of the Committee is to identify those Chapter members who are eligible for an award. Any MOAACC member may make an award recommendation to the Awards Committee. Once the identification is made, the Chairman will forward the name/names of the Award Nominees and the award title to the MOAACC President for review and approval by the Board of Directors. The President at his/her discretion may appoint one or more individuals to assist with administrative duties such as writing the citations and/or filling in and framing the certificates, ordering plaques, medallions, etc. Recognition of an individual's service to the Chapter and military or civilian community may be made by presentation of the following MOAACC awards:

b. Distinguished Service Award

(1) Award Criteria:

- (a) Long and distinguished service in position(s) of great responsibility requiring diligence and leadership.
- (b) Recognition by peers for major contributions to the goals and objectives of the Chapter.
- (c) Active member of the Chapter for at least five years.

(2) The Award:

A good quality wood finish base approximately 6" deep by 4 3/4" high. Atop the base is mounted a bronze eagle approximately 7 1/2" high with a wingspan of approximately 8." Mounted on the front of the base below the eagle is a 4 1/2" by 4" black with bronze trim plaque with the following engraved in bronze under the MOAA logo:

Cape Canaveral Chapter
Military Officers Association of America
DISTINGUISHED SERVICE AWARD
Rank, Name, Service or Type of Membership
Date presented

(3) **The Medal:**

A bronze medallion 2½” in diameter displaying the MOAA crest suspended from a red, white, and blue ribbon 1 3/8” in width. The ribbon is worn around the neck and suspends the medallion 16½” down from the back of the neck. The reverse side of the medallion is engraved with the following: “MOAACC Distinguished Service Award, recipient’s rank, name, service or type of membership and date”.

(4) **Selection Procedure:**

- (a) The Awards Nominating Committee shall provide to the Distinguished Service Award Selection Committee a list of suggested nominees with supporting rationale. The list shall contain a minimum of two names.
- (b) The Distinguished Service Award Selection Committee shall consist of the Chapter President and the two Vice Presidents who shall recommend a single candidate to the Board for approval.
- (c) Only one Distinguished Service Award shall be presented in a calendar year.
- (d) The award shall be signed and presented by the outgoing Chapter President at the annual installation banquet.
- (e) Actions concerning this award shall be kept confidential until presented.
- (f) A photograph of the recipient and a write-up shall be published in ***The Intercom*** in the month following the presentation.

c. MOAACC Award.

(1) **Award Criteria:**

- (a) Outstanding service by a Chapter member in one or more key elected or appointed positions, which demonstrates the spirit and dedication expected of MOAACC leaders to their Chapter or their military and civilian communities.
- (b) Normally this outstanding service would have taken place over several years.

(2) The Award:

A 9" by 12" walnut wood plaque upon which is superimposed an 8" by 11" black enameled brass plate bordered in gold-colored metal. Three inches below the top of the brass plaque is superimposed a 2" circular brass disc with a MOAA emblem in color and the words "Cape Canaveral Chapter." A gold-colored wreath surrounds the disc. The following shall be engraved below the disc:

- "Cape Canaveral Chapter, MOAA."
- The recipient's name, rank, and branch of service;
- The words "For Outstanding Service to the Aims and Goals of the Cape Canaveral Chapter, MOAA and support of the Military and Civilian Communities".

(3) Selection Procedure:

- (a) Recommended by the Awards Nominating Committee and approved by the Board.
- (b) Normally no more than two awards will be presented in a calendar year.
- (c) The award shall be announced and presented as directed by the President, normally at the Installation Banquet.
- (d) A photograph and a news item shall be included in *The Intercom* in the month following the presentation.

d. Certificate of Merit:

- (1) **Award Criteria:** Awarded for meritorious service in elected or appointed positions of responsibility in which the individual has made significant contributions toward the goals and objectives of the Chapter or the military and civilian communities.
- (2) **The Award:** The MOAA National Certificate of Merit will be framed and personalized by adding the Chapter and recipient's names, date, and the Chapter President's signature.
- (3) **Selection Procedure:**
 - (a) Recipients are selected by the Awards Nominating Committee and approved by the Board.
 - (b) No more than four awards per year.

- (c) The award will be announced and presented as directed by the President. Normally presented at TMBC.
- (d) A news item will be included in ***The Intercom*** in the month following the presentation.

e. Other Military Awards:

Awards in support of Patrick AFB: Senior NCO of the Year/Quarter and Junior NCO of the Year/Quarter; Naval Ordnance Test Unit (NOTU) and the Cape Canaveral Coast Guard Station Senior Enlisted of the Year/Quarter and Junior Enlisted of the Year/Quarter.

- (1) Award Criteria: Patrick AFB, NOTU and the Coast Guard Station will notify their appropriate MOAACC Liaison of the award recipient for each award category and the presentation date.
- (2) All Non-Commissioned officer and enlisted awards will be presented during the unit's award ceremony by their appropriate MOAACC Liaison. The MOAACC award will consist of a certificate and a check (amount to be determined by the MOAACC Good Deeds Foundation).

f. Outstanding Citizen Award.

- (1) **Award Criteria:** Awarded based on exemplary service outside the MOAACC area of operations and influence. The individual must have made the contribution on an ongoing basis or a recent one-time significant event as determined by the Awards Nominating Committee.
- (2) **The Award:** To be approved by the Board. Usually a Letter of Citation and a Plaque.
- (3) **Selection Procedure:**
 - (a) Recipients are selected by the Awards Nominating Committee and approved by the Board.
 - (b) Two awards a year are authorized.
 - (c) The award will be announced and presented as directed by the President.
 - (d) A news item will be included in ***The Intercom*** in the month following the presentation.

g. Special MOAACC Mementos.

- (1) At the discretion of the President a memento, to be determined by the current Board, will be given to distinguished guests and speakers.

- (2) Similar mementos will be awarded to outgoing officers and directors when their terms of office are successfully completed.

h. Procedures for Publication in *The Intercom*.

- (1) Coordination with the Editor is required to expedite reporting of awards presentations.
- (2) Whenever possible, the Secretary should provide *The Intercom* with the names of individuals to receive chapter awards in enough time for their publication in *The Intercom* in the month following the month in which the award is to be presented.
- (3) The Secretary provides *The Intercom* Editor with a copy of the Citation for individuals receiving the Distinguished Service Award and the MOAACC Award in enough time for publication in *The Intercom* in the month following the presentation.
- (4) The Secretary provides *The Intercom* Editor with a short news article on everyone receiving the Certificate of Merit in enough time for publication in *The Intercom* in the month following the presentation.
- (5) All revenue and expenditure requirements will be programmed in the annual budget, coordinated through the Treasurer and approved in advance by the Board annually or on an as needed basis.

9. OTHER COMMITTEE JOB DESCRIPTIONS.

a. Advertising Manager:

- (1) Obtains advertisements for *The Intercom*, works with *The Intercom* editors, and keeps them and the Board of Directors fully informed.
- (2) Due to Postal System regulations, (USPS Pub 417) advertisements are not accepted from financial institutions, credit card companies, insurance companies, travel agencies, or real estate agencies. Ads for each 16-page issue of *The Intercom* are limited to 2½ pages. Ads are offered to Chapter members for three-month periods and to all others for six- or twelve-month periods. The Advertising Manager recommends advertising rates each year for approval by the Board of Directors.
- (3) Ads must be submitted and paid for by the 10th of the month for inclusion in *The Intercom* to be published two months hence. A waiting list of potential advertisers is maintained with Chapter members given priority. Other ads are accepted on a first come, first served basis. The Editor must clear all ads, including additions and deletions.

- (4) Checks are delivered to the Treasurer for deposit. Current advertiser addresses are provided to the Secretary for entry into the Chapter Database for monthly mailing of ***The Intercom***. Advertisers are contacted three months before the ads expire for renewal. If changes to ad copy are desired, the client must provide “camera ready” art. The Advertising Manager submits an invoice to each client after agreement on ad content and duration.
- (5) Reports to the Board semiannually on status of advertising accounts. Report to include number of current accounts, financial status of each, and action being taken for any delinquent accounts.
- (6) All revenue and expenditure requirements will be programmed in the annual budget, coordinated through the Treasurer and approved in advance by the Board annually or on an as needed basis.
- (7) Obtains advertisements for ***The Intercom***, works with ***The Intercom*** editors, and keeps them and the Board of Directors fully informed.
- (8) Due to Postal System regulations, (USPS Pub 417) advertisements are not accepted from financial institutions, credit card companies, insurance companies, travel agencies, or real estate agencies. Ads for each 16-page issue of ***The Intercom*** are limited to 2½ pages. Ads are offered to Chapter members for three-month periods and to all others for six- or twelve-month periods. The Advertising Manager recommends advertising rates each year for approval by the Board of Directors.
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- (10) Checks are delivered to the Treasurer for deposit. Current advertiser addresses are provided to the Secretary for entry into the Chapter Database for monthly mailing of ***The Intercom***. Advertisers are contacted three months before the ads expire for renewal. If changes to ad copy are desired, the client must provide “camera ready” art. The Advertising Manager submits an invoice to each client after agreement on ad content and duration.
- (11) Reports to the Board semiannually on status of advertising accounts. Report to include number of current accounts, financial status of each, and action being taken for any delinquent accounts.
- (12) All revenue and expenditure requirements will be programmed in the annual budget, coordinated through the Treasurer and approved in advance by the Board annually or on an as needed basis.

b. Budget and Finance Committee:

- (1) Consists of the Treasurer and two Board members selected by the President.
- (2) Prepares a proposed budget, including recommended dues, for the upcoming year, and submits it for review and approval by the Board of Directors. The members at the annual business meeting must approve any dues increase proposed by the Board.

c. Luncheon Committee:

- (1) Reserves the venue in November for the following year based on service, food, price and availability for the MOAACC luncheon held on the third Tuesday of each month.
- (2) Plans menus with Catering Manager and determines prices in November for lunches in following year and presents prices to the Board at November meeting to determine if we need to change amount, we charge members. Venue caterer determines cut-off day for reservations. Catering Manager emails invoice to MOAACC Treasurer and Luncheon Manager.
- (3) Makes up a Luncheon Menu Schedule with dates, programs, menus for hot meal and cold meal choices and submits the schedule to The Intercom Editor, the Webmaster and Asst. Webmaster, for inclusion in the appropriate issue and webpage. Also sends to President and First Vice President for their use in luncheon planning.
- (4) Accepts reservations monthly for Chapter Luncheons from mail, email, website and phone and creates alphabetized reservation list for use at check-in with each guest's meal choice and method of payment (cash, check, website charges (i.e. PayPal), credit card or pay at door). Once a reservation is made, it must be paid for unless canceled by the cut-off date. Only reasons for lenience are death in family, emergency hospitalization or other very unusual circumstances. Free or complementary meals discussed at (11) below.
- (5) Incorporates list of permanent reservations with the current file. Members on the permanent list will indicate their choice of payment upon sign up and understand they must pay the Treasurer if they do not cancel by cut-off date.
- (6) For special events, incorporates the list of attendees provided by either the Chairman of Student Affairs for April and May or the Scholarship Corporation representative in July.
- (7) On cut-off date, finalizes list of attendees; determines total number of meals by type and advises the Catering Manager by 1500 hours of guaranteed numbers; determines number of ten-person tables to be set up (round up to accommodate people without reservations) and makes a clean list of attendees with menu

choices and payments for use at the check-in desk and sends a list of attendees to President.

- (8) Prepares seating chart and sends copy to President. Selects name place cards and sorts according to table number on seating chart. Makes new name place cards for new members attending luncheon.
- (9) On luncheon day, arrives at venue by 1000 hours, places table numbers and name place cards on tables; by 1100 hours gives lists and seating charts to two to three check-in volunteers arranged for earlier; (Catering office will provide the proper number of meal choice slips per reservations); assists at check-in, makes accommodations for people without reservations, if possible, and closes check-in desk and closes the credit card batch at 1200 hours. The MOAACC, Inc. Treasurer is the custodian of the MOAACC Credit Card Machine linked with the Wells Fargo Checking Account.
- (10) By Thursday following the luncheon, reconciles and turns over all cash, checks and credit card lists with Financial Statement to the Treasurer.
- (11) Policy for complementary meals include: Monthly speaker and one guest; Four Color Guard members plus their instructor; Newspaper representative and/or Photographer; Intercom or Directory advertisers (one time only). For Special Events: In April, for the ROTC and JROTC Awards, we provide free meals to the honoree and the instructor, all family and guests pay; In May for the Honoring of Academy Appointees and ROTC Scholarship winners, we provide free meals to the honoree, the instructor and the principal of the school, other family and guests pay. For the MOAACC Scholarship Awards in July, the scholarship winner or his representative are free, all family and guests pay. Additionally, two people per donation of \$500 or more are invited by letter from the Scholarship Chairman to attend the luncheon free of charge. Invitations with meal selections are mailed to these donors no later than four weeks before the luncheon. Those invited are asked to respond to the Scholarship Corporation Secretary who tabulates those who will attend and their meal choices. This information is then passed to the Chairman and the luncheon coordinator as soon as all have responded but no later than one week before the luncheon. The luncheon chairman is responsible for informing the MOAACC Treasurer of the number of complementary scholarship meals provided so he/she may charge the MOAACC Scholarship Corporation; he/she may forward an invoice to the MOAACC Scholarship Corporation Treasurer.
- (12) It is up to the Scholarship Selection Chairman and the Student Affairs Chairman to provide current luncheon forms to their honoree to fill out and return before the cut-off dates for their individual events.

(13) All revenue and expenditure requirements will be programmed in the annual budget, coordinated through the Treasurer and approved in advance by the Board annually or on an as needed basis.

d. Nominating Committee:

- (1) The MOAACC President will recommend for approval to the Board of Directors a MOAACC member to serve as Chairperson of the Nominating Committee.
- (2) When approved by the Board, the Nominating Committee Chairperson will select no less than three and no more than five regular or surviving (auxiliary) members not currently holding elective office to nominate candidates for elective offices.
- (3) The mission of this committee is to develop a slate of officers and new directors.
- (4) The Nominating Committee submits a slate of nominees in time for publication in the October issue of *The Intercom* and for election at the November annual meeting.
- (5) The Board of Directors has neither responsibility nor authority regarding the functioning and findings of the Nominating Committee.
- (6) The Chairperson of the Nominating Committee conducts the election at the Annual Meeting.
- (7) All revenue and expenditure requirements will be programmed in the annual budget, coordinated through the Treasurer and approved in advance by the Board annually or on an as needed basis.

e. Welcome Committee:

- (1) Greets each new member at the front lobby on the day of each monthly luncheon.
- (2) Identifies new members on entry and escorts each new member to the dining area and introduces him/her to the President and other MOAACC members as time permits.
- (3) Assists guests with special needs (e.g., in wheelchairs) to the dining area.
- (4) Identifies Guest Speakers and other dignitaries and performs appropriate welcoming duties.
- (5) Coordinates with the Membership and Luncheon Committee as well as the Master-at-Arms and keeps informed on new members and arrangements.

- (6) Performs same duties at special social functions.
- (7) All revenue and expenditure requirements will be programmed in the annual budget, coordinated through the Treasurer and approved in advance by the Board annually or on an as needed basis.

10. SPECIAL ASSISTANTS

The following Special Assistants may be appointed by the President. Job descriptions and responsibilities follow.

a. Brevard Veterans Council Liaison:

The Brevard Veterans Council Liaison is the point of contact between the two organizations and reports current activities of the Council to Chapter members at the Thursday Morning Breakfast Club.

b. Chaplains:

- (1) Provide ecumenical religious ministrations, as needed, including invocations and benedictions at meetings of the Chapter and special events.
- (2) Advise and assist the President and other officers in maintaining camaraderie among members.

c. Patrick AFB Commander's Retiree Advisory Council Representative:

- (1) Attends monthly meetings of the Patrick AFB Retiree Advisory Council and reports to the Council appropriate Chapter activities and concerns.
- (2) Reports to MOAACC members through the Board and at Thursday Morning Breakfast Club meetings.

d. Medical and VA Clinic Liaison Liaison:

- (1) Meets with the Commander 45th Medical Group to obtain information concerning operation of the Clinic and Pharmacy for relay to Chapter members at meetings of the Thursday Morning Breakfast Club.
- (2) Provides medical information of interest to members for publication in ***The Intercom***.

e. Membership Directory Editor:

- (1) Publishes and distributes to each Chapter member a biennial directory of members in even numbered years. Commences planning in September of each odd numbered year before the year of publication to allow enough time for sales of the advertising and for design of the cover and content. Based on

“Lessons Learned” from previous editions, a Fall start to the process allows getting the Directory in the hands of most members before the late spring “exodus” begins. Mailing the Directory in March allows most members to receive copies before moving “North” thus avoiding the additional cost associated with Postal Service notification of non-delivery.

- (2) Appoints and coordinates with the Advertising Manager to determine number of pages and Directory content.
- (3) Delivers a list of label addresses in ASCII format (provided by the Secretary from the Member Database) to the "address and mail" contractor for mailing at bulk rate.
- (4) Mails a letter of appreciation and a copy of the Directory to each advertiser.
- (5) Ensures that the directory includes:
 - (a) An alphabetic listing of members with name, rank, service, spouse's name, local address, e-mail address, telephone number and Intercom receipt via mail or email.
 - (b) A listing legend.
 - (c) The MOAACC Mission and Organization.
 - (d) Committee Chairs and Club Presidents.
 - (e) Photographs of Chapter Leadership.
 - (f) A list of Past Presidents of the Chapter.
 - (g) A list of recipients of the annual MOAACC Distinguished Service Award.
 - (h) Officers of the Florida Council of Chapters.
 - (i) A list of legislative contacts with addresses, telephone numbers and e-mail addresses.
 - (j) Space for notes and for recording changes during the year.
 - (k) A list of useful telephone numbers.
- (6) All revenue and expenditure requirements will be programmed in the annual budget, coordinated through the Treasurer and approved in advance by the Board annually or on an as needed basis.

f. Quartermaster:

(1) Name Tag Coordinator:

(a) Provides name tags as ordered by Chapter members.

(b) Determines costs and collects from customer at time of ordering. Name tags may be ordered at any MOAACC function. Delivery should be within 15 days. Records are kept for three years.

(2) Shirt Factory Coordinator:

(a) Offers several choices of short sleeve shirts to Chapter members. All orders must be paid in advance of ordering to ensure timely processing and reduce risk of loss of MOAACC, Inc. funds.

(b) Members order shirts from the Shirt Factory Coordinator who contracts for preparation and delivery. A small fee is added to the cost of each customized shirt for benefit of the MOAACC Scholarship Fund.

(3) Responsible to the care, security and inventory of the MOAACC storage facility and all contents therein. Conduct biannual inventory of all contents, record and provide information to the Board of Directors, as needed. The Treasurer is responsible for the annual rental contract and payment of applicable fees.

g. All Ranks Club Liaison:

Represents MOAACC's interests at the Tides Club.

h. Parliamentarian:

(1) The Secretary with the approval of the Board of Directors will act as MOAACC's Parliamentarian.

(2) The Parliamentarian is knowledgeable of Robert's Rules of Order and provides recommendations to the President and the BOD as necessary.

i. Auxiliary:

(1) Assists Survivor Assistance Officer as required, to assist with bereavement and comforting of the surviving spouse.

(2) Plans and conducts 2 events per year, a Christmas Tea and a bus trip.

j. Speakers Bureau Coordinator:

(1) Arranges for members to speak on topics of their competence and maintains a registry of speakers available for external and internal requests.

- (2) Maintains a log of external speaking appearances of MOAACC members.
- (3) Submits a summary tally to the President for information and appropriate action by 15 March of each year for incorporation to the LOE.

k. Health of Chapter Program Coordinator:

- (1) Contacts members or their family members who are ill or hospitalized; visits them at home and/or hospital; and sends cards as appropriate.
- (2) Reports on the “Health of the Chapter” at Thursday Morning Breakfast Club meetings.
- (3) Distributes “yellow sheets” for signatures and mails them to sick members.

l. Transition & Career Support Coordinator:

- (1) Provides a placement and relocation program interface with MOAA’s TCS program to assist fellow officers, active and retired, and their dependents, in seeking employment or relocation information.
- (2) TCS provides a means to network with MOAACC members, industry, and local businesses for job opportunities. As a MOAACC recruiting tool, TCS also offers a wealth of experience within the Chapter to assist current and potential members.

m. VA Clinic Liaison:

- (1) Serves as liaison between the Chapter and the Clinic and may be one of the volunteers at the Clinic.
- (2) Provides pertinent information to Chapter members at the Thursday Morning Breakfast Club, ***The Intercom***, ***MOAACC Website*** and other Board approved social media sites.

n. Historian:

- (1) Gathers, preserves and archives any and all documents pertaining to the Chapter which have historical value. This material should be of a nature that highlights the activities and achievements of the Chapter so that present and future members can share its heritage.
- (2) Writes articles for ***The Intercom*** and Website highlighting historical facts that would be of interest to the membership.
- (3) Periodically, the Historian, as he/she sees fit will publish a comprehensive history of the Chapter and make that history accessible to all members via the MOAACC Website.

- (4) The Historian will be available to the President and Board of Directors to research questions that may arise regarding the history of the Chapter.

o. Webmaster:

- (1) Maintains and updates the Chapter's web site.
- (2) Ensures web site costs are properly budgeted and paid for in accordance with MOAACC's financial policies.

p. Special Assistant to the Secretary for Membership Affairs:

- (1) Maintains a database with name, address, email, phone number, and dues status of each member. Backs up database at least monthly.
- (2) Receives and processes membership applications, ensures FCOC and MOAA National Databases are up to date.
- (3) Collects annual membership dues, updates database records and forwards check for dues to the MOAACC Treasurer.
- (4) Sends a Presidential welcome letter with Membership Certificate, copy of ***The Intercom*** and the current Membership Directory to each new member.
- (5) Coordinates with the Chairperson of the Survivor Assistance Committee to maintain accuracy of the Member Database.
- (6) Provides the mail-out service contractor with the mailing list for ***The Intercom*** on or before the Friday preceding the last Friday of each month. This list will include the regular, surviving spouse(auxiliary), spouse and honorary members plus additional addresses as approved by the Board of Directors.
- (7) Provides the mail-out service contractor with a list of names for printout and mailing of dues notices.
- (8) Submits names of new members to the Secretary for approval at each monthly meeting of the Board of Directors.
- (9) Provides an electronic copy of the current membership list to the officers, Directors, and the Survivor Assistance Committee at the beginning of each month.
- (10) Submits name, address, spouse's name, telephone number and e-mail address and sponsor of each new member and total Chapter Membership figures to ***The Intercom*** Editor as of the end of each month.

- (11) Assists the Membership Chairman with preparations for welcoming newly commissioned 2LTs graduating from Florida Institute of Technology as outlined in Annex I to the Chapter handbook.
- (12) Provides other membership support as requested by the Secretary or other officers of the Chapter.
- (13) Keeps the Secretary informed of significant changes or issues arising in membership affairs that require attention of the Secretary.
- (14) Assists the Chairman of the Membership Committee in updating and maintaining the FCOC and MOAA National database.
- (15) Maintains and provides the membership management database within NeonCRM for those requesting The Intercom by Mail or email.
- (16) All revenue and expenditure requirements will be programmed in the annual budget, coordinated through the Treasurer and approved in advance by the Board annually or on an as needed basis.

q. Service Liaisons.

The MOAACC President will recommend MOAACC volunteer members to The Board of Directors to serve as Service Liaison Officers for each of the Military Services, USPHS and NOAA. Liaisons will act as Primary Points of Contact between MOAACC and the respective Service Organizations/Units in the MOAACC service area. Service Liaisons:

- (1) Provide direct support to the MOAACC President and are assigned to various MOAACC functions (e.g. Good Deeds Foundation, Scholarship Committee) as required.
- (2) Develop programs and events that support both MOAACC and organizations/units about MOAA/MOAACC.
- (3) Designate Alternate/Deputies to assist and provide continuity of service to assigned unit/organization.
- (4) Maintain contact with their representative service organization/unit, including specific active, reserve, National Guard, ROTC, JROTC, Civil Air Patrol and Sea Cadets units/organizations in the service area, in concert with the Student Services Coordinator.
- (5) Provide advice to MOAACC Scholarship Committee and Good Deeds Foundation related to their supported service. Request MOAACC funding

support for the units/organizations via the Yearly Request Call, (note: similar requests should balance among similar organizations).

- (6) Provide information to MOAACC about the organizations, including articles for the INTERCOM, MOAACC website and other information to support MOAACC functions and activities.

11. Sponsored Clubs

The Board of Directors authorizes the following MOAACC Clubs:

a. Computer Club:

- (1) Monthly meetings provide a forum to discuss relative advantages of various hardware and software programs and new developments.

b. On-The-Go Club:

- (1) The On-The-Go Club meets on the second Tuesday preceding the monthly MOAACC luncheon meeting.
- (2) The objective is to sample a variety of local eateries and have fun without a formal program. Restaurants are selected and are published in ***The Intercom*** and on the Website. Members should sign up with the Coordinator Host by the TMBC before the lunch. Telephone reminders determine the final count before each luncheon.
- (3) The On-The-Go Club Coordinator Host is responsible for providing accurate schedules and related information to ***The Intercom*** editors webmaster and the Public Affairs Officer.

c. Current Affairs Forum:

- (1) The Current Affairs Forum provides a means for disseminating, discussing, and exchanging information and opinion pertaining to geopolitics and current affairs.
- (2) The format and meeting schedule are flexible and determined by the sitting Chair. While meetings and coffees are the most frequent activities, the Chair and others may use ***The Intercom*** and Web site as a vehicle for distributing information and stimulating interest. Guest speakers may be invited to Thursday Morning Breakfast Club meetings and special panels may be used/created for chapter activities.

12. THE THURSDAY MORNING BREAKFAST CLUB (TMBC).

- a. The TMBC meets approximately forty-eight (48) times per year on Thursday Mornings at 0800. It does not meet on the US Thanksgiving Holiday and on the last Thursday in December and the first Thursday in January.
- b. The purposes of the TMBC are:
 - (1) To foster camaraderie among the attending members,
 - (2) To conduct Chapter business, and
 - (3) To provide attendees information on matters of interest from standing committees and clubs. (This may include an occasional guest speaker).
- c. Meetings are held at the IRCC 19th Hole.
- d. Coffee and Donuts/refreshments provided for the TMBC. These charges are mostly defrayed by voluntary contributions of \$1.00 (“table money”) by attendees.
- e. The Master-at-Arms sets up the room with a podium, a MOAACC banner, and the U.S. flag. He also collects the table money.
- f. The President chairs the meeting and conforms generally to the following Order of Business, as appropriate:

A. OPENING:

- [1] READ RECENT CELEBRATIONS OF LIFE
- [2] INVOCATION
- [3] PLEDGE OF ALLEGIANCE
- [4] SONG
- [5] INTRODUCTION OF NEW MEMBERS
- [6] INTRODUCTION OF GUESTS
- [7] BIRTHDAYS & ANNIVERSARIES
- [8] ANNOUNCEMENTS (OPTIONAL)
- [9] 1ST VICE PRESIDENT (OPTIONAL)
- [10] 2ND VICE PRESIDENT (OPTIONAL)

B. REPORTS:

- [1] SECRETARY/ASSISTANT SECRETARY
- [2] TREASURER/ASSISTANT TREASURER
- [3] LEGISLATIVE
- [4] SCHOLARSHIP PROGRAM
- [5] STUDENT AFFAIRS

C. INFORMATION:

- [1] HEALTH OF CHAPTER
- [2] PERSONAL AFFAIRS
- [3] VETERAN AFFAIRS
- [4] VA CLINIC
- [5] Patrick AFB events & support facilities information
- [6] CURRENT AFFAIRS FORUM (AS APPROPRIATE)
- [7] VETERANS TREATMENT COURT
- [8] RETIREEE ADVISORY COUNCIL

D. ADMIN:

- [1] INTERCOM/ WEB SITE/PUBLIC AFFAIRS
- [2] ENTERTAINMENT/SOCIAL
- [3] ON-THE-GO
- [4] QUARTERMASTER - SHIRT FACTORY, NAME TAGS/COINS
- [5] SPEAKERS BUREAU
- [6] HISTORIAN

E. STORIES AND ANNOUNCEMENTS FROM THE CHAPTER

F. ADJOURN WITH 'God Bless America'

PROCESSES FOR EFFICIENT CONDUCT OF CHAPTER BUSINESS.

- Annex A: Actions required each month during the planning year (January-December)**
- Annex B: Checklist to ensure timely completion of arrangements for Chapter and Board of Directors meetings**
- Annex C: Procedures to aid the Chairman of the Student Affairs Committee,**
- Annex D: Administrative Procedures**
- Annex E: Life Member Fee Schedule**
- Annex F: Agenda for MOAACC Annual Meetings**
- Annex H: Summary of the Agenda and Script used at the Installation Banquet**
- Annex I: Summary of the MOAACC Gold Bar Program.**