



MOAA SEEKS APPLICANTS FOR BOARD OF DIRECTORS

Thank you for your interest in serving as a member of the board of directors of the Military Officers Association of America (MOAA). MOAA needs highly qualified officers with proven track records in the grades of W-1 through O-10 to serve on the board.

This year, MOAA will elect 12 new members of its board of directors. Board eligibility includes all regular members — active duty, former, retired, and National Guard and Reserve commissioned and warrant officers of the uniformed services and surviving spouses of eligible officers.

Completing this form will help you understand the skills and time/resource commitments of this leadership position. You might find it helpful to read through the entire application package and board member responsibilities before you begin filling it out.

Please return the completed application to MOAA, Attn: Board Nominating Committee, 201 N. Washington St., Alexandria, VA 22314-2539. Application and letters of recommendation must be received no later than April 14, 2020.

This application will be kept confidential and on file at MOAA. Applications are used by the Board Nominating Committee to identify and evaluate potential board candidates. All new directors are elected by a majority vote of the MOAA membership.

BOARD MEMBER RESPONSIBILITIES

1. Directors serve a one (1) six-year term on the board and must be a member of MOAA.
2. Directors are expected to attend the three (3) regularly scheduled board meetings each year. Each board meeting includes various standing committee meetings and requires about three and a half days, not including travel.
3. Each director serves on at least one of the board's standing committees, which oversee strategic planning, finance and audit, government relations, health care, communications, council and chapter affairs, educational assistance, membership, member services, governance, and investments. Most committee meetings are held in conjunction with the three scheduled board meetings each year. The chair appoints special committees to address specific issues as needed.
4. A director should be able to devote two to three weeks each year to MOAA matters, including travel, board and committee meetings, and participation in other events such as the annual Council Presidents' Seminar, council and chapter leadership workshops, and individual visits to councils and chapters.
5. Directors receive no compensation, but they are reimbursed for MOAA-related travel, lodging, and meals.
6. Directors must stay informed about committee matters, come prepared for meetings, and review read-ahead materials, minutes, and reports. Applicants are encouraged to review the [MOAA Strategic Plan](#) and to articulate how they can contribute to achieving MOAA's strategic goals and objectives.
7. A director must refrain from activities that could reasonably be viewed as conflicting with or possibly influencing the director's judgment regarding his or her responsibilities to MOAA.



BOARD OF DIRECTORS APPLICATION FORM

CANDIDATE INFORMATION

Last Name: _____ MOAA Member Number: _____

First Name and MI: _____ Email Address: _____

Street Address: _____ Daytime Phone: _____

City: _____ State: _____ ZIP Code: _____ Mobile Phone: _____

Date of Birth: _____ Gender: Male Female Rank: _____

Military Service: Army USAF USN USMC USCG USPHS NOAA

Active Status: Active Duty; Reserve; National Guard

Retired Status: Regular; Reserve; National Guard

MOAA draws its strength from the diversity of its members. Our membership base consists of both men and women of all racial and ethnic backgrounds. It is important that MOAA's board of directors be representative of that diversity. To achieve that objective, MOAA strongly encourages its minority members to apply for positions on the MOAA board of directors.

SUPPORTING DOCUMENTS

Please include all the following supporting documentation with this application:

1. A summary of your qualification to serve on the board, not to exceed two pages. This summary should highlight those aspects of your background and experience that demonstrate:
 - your understanding of the role and responsibilities of a corporate board of directors;
 - how you will contribute to achieving the goals and objectives of MOAA's five-year strategic plan (available at www.moaa.org/content/about-moaa/mission);
 - a working knowledge and understanding of financial, budgeting, and financial reporting of business operations;
 - a record of success and accomplishments in organizational leadership positions; and
 - the ability to communicate effectively and concisely in written and oral communications, including digital communications and social media;
2. A one-page résumé of your service in the military, including civilian and military education; for surviving spouses, your professional experience and volunteer activities;
3. A recent head and shoulders photograph (at least 2"x3") in civilian clothes that is suitable for publication; and

4. Confirmation of military status:

- for active duty and active status officers, a copy of a recent Leave and Earnings statement,
- for retired officers and former officers, a copy of your DD Form 214, Certificate of Release, or Discharge from Active Duty,
- for Reserve and National Guard retirees, a copy of your retired pay order or letter of transfer to retired reserve status, and
- for surviving spouse members, a description of your late spouse's military service.

Your application package must be in loose-leaf form. Please do not bind the application package together, and do not staple multipage documents (use only paper clips). Completed applications and letters of reference should be mailed to Board Nominating Committee, Military Officers Association of America, 201 N. Washington St., Alexandria, VA 22314. Applications and all letters of reference must be received by April 14, 2020.

LETTERS OF RECOMMENDATION

I have asked the following three individuals to each write and send a letter of recommendation directly to the Board Nominating Committee no later than April 14, 2020, in support of this application. (Please note that MOAA will not contact these references. You must do so.):

Name: _____ Name: _____ Name: _____

Address: _____ Address: _____ Address: _____

_____, _____, _____, _____, _____, _____

Signature

If nominated, you will be asked to give your consent for a background check.

Application and letters of recommendation must be received no later than April 14, 2020.

Mail to: Board Nominating Committee, MOAA 201 N. Washington St., Alexandria, VA 22314-2539