

### Chapter Pre-Rescue Checklist

#### **Actions should take place in the 60 to 90 days before chapter requests a “Chapter Rescue” visit from MOAA National**

1. Chapter president makes it clear to all members and state council leadership that chapter is in trouble and will go dormant unless new leaders step forward to take charge.
2. If this doesn't work, a council president, with the chapter's president at his or her side, makes an appeal for volunteers at a chapter function.
3. Chapter president and leadership team should look at improving current processes and programs to revitalize the chapter:
  - a. Recruit new members and elect new officers
  - b. Request support from council leadership
  - c. Request support from MOAA national
    - i. Email blasts, requested by chapter
    - ii. Web presence, requested by chapter
    - iii. USAA grant monies, requested by chapter
    - iv. White label newsletter
    - v. Committee Module administrator, real time officer updates
  - d. Attempt to form a satellite arrangement with another chapter
4. During the 60 – 90 day period, MOAA Council and Chapter Affairs will collect / keep record of attempted efforts made by the chapter (and council) to rejuvenate the chapter prior to the chapter rescue effort. Chapter/council should provide copies of meeting minutes and other documentation and copy [chapters@moaa.org](mailto:chapters@moaa.org) on pertinent emails.

5. After the 60 – 90 day period, if all efforts have failed to revitalize the chapter, send an email to Council and Chapter Affairs department to request a “chapter rescue”.
  - a. MOAA national will coordinate a visit, at least 60 days in future
    - i. MOAA national will send letter invitation 30 days prior to the scheduled date, encouraging all members (and prospects) to attend
    - ii. Light refreshments will be provided to encourage attendance
    - iii. A MOAA national representative will address the meeting, providing options to close
    - iv. The goal of the meeting is to either formulate a plan to continue the chapter or make a decision to close.