

New Leader's Checklist

- Review the Policies and Procedures Guide in its entirety
- Familiarize yourself with the contents of the council and chapter page of the moaa.org website
- Be a national MOAA member (or the spouse of a national MOAA member)
- Be opted-in to receive communications from national MOAA, to include the TMN and C&C content
- Ensure the electronic roster is updated with new affiliate officers upon installation
- Ask for a New President's package from MOAA National if you haven't received one
- Watch the recordings of the last Leaders Workshop, Round Tables and other leader training opportunities



Affiliate Checklist

- Have a stated and known mission
- Officer familiarity with the MOAA website and P&P Guide
- Subscribe to the MOAA newsletter
- Proactively address renewals
- Have a succession plan
- Regularly submit awards nominations
- Update CM roster and check NRT monthly
- Use existing technology/tools
- Publish a printed and/or electronic newsletter
- Have a well-maintained website and social media presence
- Regularly engage with Council and national CCA
- Regularly attend offered training
- Engage in community service and advocacy activities
- Engage with other MSO's/VSO's/Coalitions/Chamber of Commerce