

## **Operations Worksheet 32 – TOPS Liaison (Created April 2013)**

The TOPS Liaison is a member of the Executive Committee and attends meetings of that committee, which normally take place on the first Monday of each month. The TOPS Liaison is appointed to serve at without any term limits and is initiated at the recommendation of MOAA National Headquarters. The need for a TOPS Liaison recognizes that Service members who take advantage of national MOAA's career-transition services recently have completed or are about to complete service with one of the uniformed services. This makes them prime candidates for chapter membership.

The Chapter TOPS Liaison serves as a primary point of contact in the chapter for MOAA members and their spouses who are in the process of relocating to the chapter's geographic area.

In addition to sharing job opportunities with a service member in transition, the TOPS liaison/network representative is encouraged to share all job opportunities with his or her state council's TOPS coordinator and national MOAA. The St. Petersburg Area Chapter TOPS liaison should join national MOAA's state networking program and register as a networking contact with national MOAA's networking database. If possible, he/she should attend all "Marketing Yourself for a Second Career" lectures in his or her area.

The first priority of the TOPS liaison is to provide transition assistance to service members. A liaison may provide advice on his or her professions (present or past) or on how to network more effectively in the geographic area where he or she resides, give general tips from his or her own transition experience, and put service members in touch with other chapter members with similar career interests.

He/she also should be knowledgeable about the local community, area schools, desirable and less desirable neighborhoods, etcetera. Essentially, the chapter's TOPS liaison responsibilities are not unlike what a sponsor would provide an officer and his or her spouse during a permanent-change-of-station move.

Once settled, a service member and his or her spouse should be invited to a chapter function and encouraged to join national MOAA's networking program — an optimal way to reach younger service members and second-career officers and keep them involved in a chapter. The transition/ networking program is MOAA's best tool to get and keep younger members involved with its chapter system.

All state networking coordinators, chapter TOPS liaisons, and other MOAA networking contacts are listed on the national association's database. E-mail [tops@moaa.org](mailto:tops@moaa.org) for more information.