

dsc_speaker_committee_meeting_11-20-16.doc

Date: 11-20-16

Subject: Denver Senior Coalitions (DSC) Speaker Committee
Discuss Job Description & Duties for the new DSC Speaker Committee, the Speaker Directors and having a Vice President be in charge of the DSC Speaker Committee

To: Speaker-Presentation Directors and Vice President of Speakers

From: Bill Hohns and Karin Hall

Below is a memo with general information about the how we are proposing to handle the Speaker Director positions in the Denver Senior Coalitions in 2017. Note that there is also information on Location Officers in this memo because the Speaker and Location Directors need to work together.

1. **In general we will have:**
 - A. A Vice-President of one of the coalitions will be the Coordinator for the three Speaker Directors from the 4 chapters and will head up the Denver Senior Coalition (DSC) Speaker Committee.
 - B. The Coalition Speaker Director position will be a single person in 2017
2. **Judy Rough of The Society of Certified Senior Advisors (CSA) brought up to Damian the possibility of using her resources with the society to raises the bar in the quality of our speakers.** She has volunteered to work and share speaker resources with the three coalition Speaker/Presentation Directors with the goal of booking higher quality speakers and presentations.
3. **In the past Vice Presidents of the Coalitions have not had many responsibilities.**
4. **It is now proposed that the 4 Vice Presidents, EACH be put in charge of one committee: SPEAKER COMMITTEE, LOCATIONS COMMITTEE, MEMBERSHIP COMMITTEE and JCAF.** This means that:
 - A. **There will be a Vice-President** of one coalition working as a **Coordinator for the four Location Directors.**
 - B. **There will be a Vice-President** of one coalition working as a **Coordinator for the four Speaker Directors.**
 - C. **There will be a Vice-President** of one coalition working as a **Coordinator for the four Membership Directors**
 - D. **There will be a Vice-President** of one coalition working as a **Coordinator for the four Joint Coalition Assistance Fund (JCAF) Representatives**
 - D. ***With this approach we are organizing the Vice Presidents to provide guidance, supervision and accountability to the Coalition Location, Speaker, Membership and JCAF Directors.***

5. **The Basic Idea for the Denver Senior Coalition (DSC) Speaker Committee**
 - A. Improve the quality of the speakers and presentations for all coalitions
 - B. Share the best speakers for the joint meetings where we get the most exposure to grow membership – basically the VP of the Speaker Committee works with the 4 Coalition Speaker Directors to find the best speakers possible
 - C. Work to vary the Speaker Presentations so the same topic is not repeated in the same month with the 4 coalitions. This is out of respect of our members that have joined 2, 3 or 4 chapters.
 - D. Use Judy Rough as a resource for booking speakers and be in charge of the *“Denver Senior Coalitions Speakers Bureau”*
6. **Create Excel list showing all locations where we have held meetings – have a tab per coalition so we group locations by the boundaries of each coalition**
7. **Create an Excel list showing all speakers we have hosted**
8. **For Speakers being booked we need to collect pertinent information for posting on the website such as speaker name, title, company, email, phone, website, description of talk and bio.**
 - A. **Suggesting we use a form or online contact form to gather this information:**
Give this form to the Speaker to fill out: [denverseniorcoalition_submission_to_present.docx](#)
 - B. **When form is received back then email form to:**
VP of Speakers – they will archive forms
Webmaster (Karin Hall) – will post speaker info on coalition website
9. **Speaker Panels can be acceptable for a Coalition Presentation if certain guidelines are met**
 - A. In general, individual members are not allowed to make presentations to the Coalitions. This has come about because of the inability to find a way to give all members equal time to be presenters. We are just too large to give all members an equal opportunity to speak
 - B. For 2017 we want to explore Panel Presentations
Judy Rough is a good resource for panels
 - C. What are some ideas for speaker panels?
 - D. Could a panel feature Denver Senior Coalition Members?
 - E. Panel Speakers should be vetted with a fair vetting process
 - F. Any panel and particularly those that involve members have to be approved by the Denver Senior Coalition Board Presidents and Vice Presidents (this includes the VP of Speakers).
– Basically, rely on the VP of Speakers to make decisions about Panels but get approval of the Board before booking
 - G. What are some ideas for speaker panels?
- Panel about non-profit organizations serving for low income seniors
- Panel about transportation
10. Other Ideas