



[www.DenverSeniorCoalitions.org](http://www.DenverSeniorCoalitions.org)

The four Denver Senior Coalition Chapters are networking organizations with members ranging from senior housing, home health industry, health and medical services, referral agencies, professional services such as legal and financial and other community-based service organizations. Members include both individuals and companies, for-profit, non-profit and government agencies.

## **Location Director – Job Description**

### **And overview for the Vice President in charge of Locations**

**File:** dsc\_location\_director\_duties\_2019

**Date:** 10-21-18

**Subject:** **The Denver Senior Coalition Chapter Location Director Job Description**

**This memo reviews the job description and duties for  
Denver Senior Coalition Location Director**

**If you make changes to this file – please send updated document to Karin Hall**

**Karin Hall Contact Info: 303-794-0799 – [Karin@SeniorsResourceGuide.com](mailto:Karin@SeniorsResourceGuide.com)**

### **Overview - The Denver Senior Coalition Chapter Location Director Job Description**

The Denver Senior Coalition Chapter Location Director books the meeting locations for their Chapter for the year. This involves personally visiting a location to make sure the space is appropriate for a meeting and maintaining a list the meeting locations for that Chapter for the year. Their meeting location list is sent to coalition officers once a month. In particular the Speaker Director of your Chapter needs to know locations in advance so they can book speakers. The Location Director also needs to send reminders to locations they have booked in advance to verify the location is still available. Often the Location Director will have meeting locations booked in advance for the entire year. Your contact information is posted on the website.

### **Job Description for Chapter Membership Directors - Overview**

1. The Location Director main responsibility is to secure meeting locations that can accommodate 40 to 120 members and guests.
  - A meeting in January or February can be larger – 50 to 85 attendees
  - A meeting in summer such as July or August can be smaller – 40 to 55 attendees
  - Joint Coalition meetings can be 85 to 120 depending on the speaker
2. There should be sufficient parking to accommodate our members/guests
3. The booked location should be providing a minimum of a continental breakfast with coffee and juice.
4. The meeting room should be available to the coalition from 45 minutes before the schedule start of the meeting to the schedule time to end the meeting.
  - Sometimes meetings can end early to accommodate the location host.
5. The meeting locations has to be within the boundaries of the Coalition territory.
6. The location's person responsible contact information needs to obtain and forwarded on to the Vice President in charge.
7. All meeting locations can be booked in advance however as contact person can often change, you will have to make contact to make certain that our meeting space remains booked.
8. These locations will require a visit prior to bookings to make certain they will be able to accommodate our membership and our needs.
9. For your reference - We have a database on file from previous host locations to the coalition meetings.

10. More about the locations
  - East - You are responsible for booking locations for the Third Wednesday of the following months in 2018: January, February, March (East Joint Meeting) April, May, July, August, October, and November.
  - North - You are responsible for booking locations for the Second Wednesday of the following months in 2018: January, February, April, May, July, August, October and November.
  - South – You are responsible for booking locations for the Second Thursday of the following months in 2018: January, February, April, May, June (South Joint Meeting), July, August, October, and November.
  - SW -You are responsible for booking locations for the fourth Tuesday of the following months in 2018: January, February, April, May, July, August, September (SW Joint Meeting), October, November.
11. Quarterly Joint Meetings and Holiday Party rotate between the four Chapters. This information is posted on the Coalition website under About:
  - North Chapter organizes December Holiday 2018 Gathering
  - South Chapter organizes March 2019
  - Southwest Chapter organizes June 2019
  - North Chapter organizes September 2019
  - East Chapter organizes December Holiday 2019 Gathering
  - Southwest Chapter organizes March 2020
  - North Chapter organizes June 2020
  - East Chapter organizes Sept 2020
  - South Chapter organizes December Holiday 2020 Gathering
  - North Chapter organizes March 2021
  - East Chapter organizes June 2021
  - South Chapter organizes Sept 2021
  - Southwest Chapter organizes December Holiday 2021 Gathering
12. **In general, the Location Director for each coalition needs to book meeting locations first, and then share that list with the Speaker Director of their Chapter and the Vice Presidents in charge of Locations and Speakers**
  - This is important so that when the Speaker Directors work to recruit a speaker, they can tell the potential Speaker where the meeting will be held.
13. **Sometimes a Location may want to provide the speaker and presentation**
  - Bring this opportunity to your Chapters Speaker-Presentation Director
14. **Locations Director:** Location Director will create a single word file with all the dates for their coalition's meetings for that year. As they book locations, they add the actual location to the word file and then email the file to their Speaker Director, the VP of Speakers, The VP of Locations and the Webmaster.
15. Each Chapter has a VP that handles either Locations, Membership, JCAF or Speakers. These are people that you can go to with questions about procedures.

## General Information about the Denver Senior Coalitions

1. **The About web page on the Denver Senior Coalition website has much of the information below posted:**  
<https://www.denverseniorcoalitions.org/about/>
2. **Snowstorms – in general we do not cancel meetings for snowstorms because our hosts have usually prepared a refreshment that cannot be cancelled. Attending a meeting during a snowstorm can be a rewarding because fewer people are attending which gives more time for networking, announcements and introductions.**
3. **Cancellations Due to a Health Situation at a Host Location - We have had a meeting cancelled with a day's notice or less due to an outbreak of a communicable disease like norovirus. Generally, the Location Director will know first and then they contact their President and the Webmaster.**
  - **The Webmaster (Karin Hall) will post a notice on the website about the cancellation.**
  - **Share with members that it is always a good idea to always check the coalition website right before a meeting to get updated event information.**
4. **Last minute Cancellation of a Speaker or Location - In the case of a last-minute change or a cancelation of a speaker, CALL Karin Hall at 303-794-0799 plus send an email. The website can be maintained from any web browser that is a secure network - Karin Hall – 303-794-0799 – [Karin@SeniorsResourceGuide.com](mailto:Karin@SeniorsResourceGuide.com)**

**5. Joint Coalition Meetings**

Joint Coalition Meetings are held three times a year in March, June and September at a time to be determined by the Chapter organizing the Joint Meeting.

North Chapter organizes December Holiday 2018 Gathering

South Chapter organizes March 2019

Southwest Chapter organizes June 2019

North Chapter organizes September 2019

East Chapter organizes December Holiday 2019 Gathering

Southwest Chapter organizes March 2020

North Chapter organizes June 2020

East Chapter organizes Sept 2020

South Chapter organizes December Holiday 2020 Gathering

North Chapter organizes March 2021

East Chapter organizes June 2021

South Chapter organizes Sept 2021

Southwest Chapter organizes December Holiday 2021 Gathering

**6. Director Vacancy**

If a Director vacancy occurs, the vacancy shall be filled for the remainder of the term by an appointee of the President and shall hold this position until the next November meeting. At this meeting, the appointee shall be eligible for re-election to a full term of his/her own.

**7. Membership Recruitment**

All officers are equally responsible for all public relation activities that would increase membership through community awareness. All Directors are encouraged to invite new members and to contact members or visiting members to attend monthly meetings.

**8. Holiday Party in December**

- For the Holiday Party in December no speaker is required, and it is when we award our JCAF funds.

- The Holiday Party is generally held in early December

**9. Be Prepared to take Compliments and Criticism**

Note that members will share both compliments and criticism of speakers and programs. If a member has a 'big' issue refer them to a Chapter President. Contact the President first and let them know what is going on.

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