



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.

Membership Director – Job Description **And overview for the Vice President in charge of Membership**

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

This memo reviews the job description and duties for Denver Senior Coalition Membership Directors and the Vice President in charge of Membership

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

Karin Hall Contact Info: 303-794-0799 – Karin@SeniorsResourceGuide.com

Overview - The Denver Senior Coalition Chapter Membership Director Job Description

The Denver Senior Coalition Membership Director attends the Chapter meetings for their chapter and runs the check-in table for the event welcoming paid members and guests. You are given a copy of the master membership list which you print out and bring to the meeting along with blank name tags for guests. You also send follow up emails to guests to encourage them to join and are available to answer questions about membership. Your contact information is posted on the website.

Job Description for Chapter Membership Directors - Overview

1. Primary responsibility is running the check-in tables at the meetings and answering questions about membership
2. Should be at the meeting location by 15 to 30 minutes prior to the scheduled start of the meeting and check-in table should have a person at it up to the time of the announcements of the officers.
3. Have two (2) check-in lists
 - A. The most current one for individuals that have already paid for membership will be emailed to you from Karin Hall - Karin@SeniorsResourceGuide.com
 - Patty McIlvaine maintains the master membership list and updates the list with newly paid members. She emails the master to Karin and Karin separates out the 4 chapters and sends master lists to the Chapter officers and posts the password protected Chapter list on the Coalition website.
 - B. A sign in sheets for guests
 - C. You may be given Membership Applications and checks at the meeting. These should be given to the VP of Membership at the meeting or mailed to her the next day.
 - For 2019 the VP of Membership is Patty McIlvaine of the Southwest Chapter
 - Patty McIlvaine - pwmcilvaine@gmail.com - Cell 303-597-8384
 - Mailing Address: Patty McIlvaine, P.O. Box 112, Pine, CO 80470
 - FYI – Patty takes care of inputting the membership payments and updating the membership list
4. Bring Name tags for guests with a few sharpie pens

5. You are the welcome committee at the meetings; making certain that everyone checks in and encourage people to join one or multiple chapters.
6. You provide host information such as where rest rooms are, and brochure table is, etc.
7. The check-in table always needs to have at least one person, if not two people covering it. If you need assistance, ask one of your Chapter's officers to help.
8. Membership Officers' job also includes sending out emails to those individuals who have signed in as a guest. This email is a "A thank you for attending and hoping you are considering joining one or more of the coalition chapters." Your coalition President is to be copied on these email(s). Sample email:
Thank you for attending our Southwest Chapter meeting last Tuesday. I hope you will consider joining one or more of the Chapters. We have Northwest, East, South & Southwest Chapters and applications for joining one, two or all join three and get the 4th coalition free. If you have any questions, please call me. (Your name and telephone number) Here is a link to our coalition website: <http://www.denverseniorcoalitions.org/>
9. The **Chapter Membership Directors name, phone and email is also used on the "Membership Application" and you are a contact for anyone who has questions about paying for membership.**
 - If you cannot answer the questions then you contact the VP of Membership - Patty McIlvaine - pwmcilvaine@gmail.com - Cell 303-597-8384
 - Patty is the VP of the Southwest Chapter
10. 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**
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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