



[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.

## Chapter Presidents – Job Description

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Date: 10-21-18

Subject: **The Denver Senior Coalition Chapter President Job Description**

This memo reviews the job description and duties for Denver Senior Coalition Chapter Presidents

**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 President Job Description

**The Denver Senior Coalition Chapter Presidents** oversee their Chapters and their Chapter's Directors ensuring that the Chapter performs to the expectations of the paid members. In general, the Presidents attend and run most of the Chapter meetings, however if they are not available then their Vice President can run a Chapter meeting. Presidents need to be prepared to take criticism, and compliments from members. It is suggested that the President hold some Chapter Director organizational meetings to promote communication between their Chapter's Directors and their paid members.

Presidents are also expected to attend the quarterly Denver Senior Coalition Executive Board Meetings. This is a meeting of all Presidents and Vice Presidents of all Chapters along with coalition members who wish to volunteer their time. It is currently held on the first Tuesday of the month of the first month of the quarter (January, April, July, October). See the About web page for more details on this meeting:

<https://www.denverseniorcoalitions.org/about/>

### Job Description for Chapter Presidents - Overview

1. **The President** conduct all coalition matters and concerns and is a liaison between membership and the board of directors
2. **The President** conducts Chapter meetings but can ask the Vice President to run a Chapter meeting if they are not available
3. **The President should hold some type of organizational meeting for their Directors**
4. **Each Chapter has a Vice President that oversees a committee and the President should connect with their Vice President and check on the status of their committee assignment:**

VP East Chapter	Oversees Speaker-Presentations Committee
VP North Chapter	Oversees Locations Committee
VP South Chapter	Oversees JCAF Committee
VP Southwest Chapter	Oversees Membership Committee
5. **The President holds elections at the Chapter meetings to elect new Directors.**
6. **The President should meet and assist with training new committee Directors**

7. **The President should offer organizational oversight to their Chapter Directors as to hours, types of presentations, locations for meetings, and new ideas to grow membership.**
8. **Presidents are automatically members of the Denver Senior Coalition Executive Board and they are expected to attend a quarterly board meeting.**
  - As of Fall 2018, these Denver Senior Coalitions Executive Board Meetings are held on the first Tuesday of the first month of the quarter (January, April, July, October)

## **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 cancellation 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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