



[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 Vice Presidents – Job Description

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

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

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

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### Overview - The Denver Senior Coalition Chapter Vice President Job Description

The Denver Senior Coalition Chapter Vice Presidents assist and support the President at monthly chapter meetings, as well as running a meeting in their absence. Each Chapter VP is also in charge of a “**Committee**”: **Membership Committee; Speaker-Presentation Committee, Locations Committee, or JCAF Committee**. As the VP over that committee, you are requested to meet with your Chapter Directors at the beginning of the year and offer oversight and coordination for making the committee run efficiently during the year. For example, for the Speaker-Presentation Committee you would bring your Chapter Speaker-Presentation Directors together to discuss how to find the best presentations for that year’s joint meetings. As a VP over a “**Committee**”, you also offer training to new Directors and assistance if they are not handling their duties. VP’s are also backups for the Chapter Directors in case of a family emergency. Vice Presidents can also move up to the Chapter President position if there is an opening.

### Job Description for Chapter Vice Presidents - Overview

- 1. Conduct all the President Responsibilities in their absence including but not limited to:**
  - Conduct all coalition matters and concerns
  - Be the liaison between membership and the board of directors
  - Conduct/Run coalition meetings
- 2. Each Chapter Vice President oversees one the following Committees:**

VP East Chapter	Oversees <b>Speaker-Presentations Committee</b>
VP North Chapter	Oversees <b>Locations Committee</b>
VP South Chapter	Oversees <b>JCAF Committee</b>
VP Southwest Chapter	Oversees <b>Membership Committee</b>
- 3. Meet and train new committee officers for all 4 Chapters for the Committee you are responsible for (Membership Committee; Speaker Committee, Locations Committee, JCAF Committee)**
- 4. Make certain that all the information that pertains to your Committee is current and updated prior to the start of a new year.**
  - Work with your Directors to help your committee be more efficient and develop new ideas and approaches.
  - For example the **Locations Committee** can come up with new locations to meet at that could provide the location and a speaker combination

- For example the **Speaker-Presentations Committee** can work together to find the strongest speakers for the Joint Meetings
5. **Offer organizational oversight to the Chapter Directors in your Committee such as:**
    - Get Directors starts at keeping annual lists of the locations and speakers that are booked for that year.
    - These lists would then be given to the next Chapter Director. The VP will assist Karin Hall in archiving this information for next year's Directors.
    - The goal is to create and maintain a database/list of locations and speakers that is passed from one Director to the next.
  6. **Vice 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)
  7. **Assist at Monthly Chapter Coalition Meetings**

At coalition Chapter meetings for your Chapter, arrive 50 minutes prior to the start of the scheduled meeting and help with the set-up of the meeting.

    - Introduce yourself to our host/hostess and offer your assistance in setting up
    - Tables and chairs are in place in the best location for the membership co-chairs
    - The correct space is allotted for members/guests marketing information
    - The correct number of chairs are in place to accommodate all attendees.
    - Assist in answering all questions from membership/guests.
    - Help at the membership check-in table if needed
    - Make certain that we have enough trash containers to meet the demand
    - Make certain that the microphone is working properly
    - Remind members/guest to clean up their area after the meeting and help to clean up after each meeting.

### 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. **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.

7. **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

8. **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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