



The Marin County Section on Aging is a coalition of agencies, organizations and individuals concerned with the well-being of older persons. We are a network alliance advocating for and promoting the development, coordination and implementation of older adult services in Marin. We hold morning meetings the 3rd Thursday of each month, featuring speakers and member networking opportunities.

Marin County Section on Aging Outline of Roles and Organizational Responsibilities 2020

A community-based membership networking group. The majority of members are involved in the area of aging services.

The MCSOA meetings are held the 3rd Thursday of every month at Alma Via Assisted Living Facility in San Rafael.

There is a leadership team that oversees the day-to-day functioning of the MCSOA group. The leadership team meets once a month to plan for the next month's meeting.

Identify a team of 2 people for each of the 7 areas. One person to take the lead and a secondary person as a back-up position or the duo can split the responsibilities as desired as long as all responsibilities are met without a problem.

Their responsibilities are as follows:

1. Speakers

- a. Research new industry topics/survey members for topics of interest.
- b. Book speakers (get bio, synopsis of talk and photo)
- c. Confirm details with speakers (laptop/A/V, hand-outs, etc.) make sure to post this info on website.
- d. Establish a contingency plan for last minute cancellations (2 ready-to-go presentations or formats).

2. Breakfast sponsors

- a. Book breakfast sponsors 3-6 months in advance.
- b. Confirm details with each breakfast sponsor (# of attendees, drinks, cups, etc)-make sure to post this info on website.
- c. Remind breakfast sponsor 1 week before meeting.

3. Membership and Directory

- a. Announce registration to members via email and at meetings leading up.
- b. Collect and confirm payment via PayPal or checks received at PO Box.
- c. Once payment and info received, push live on online directory.
- d. After registration ends for printed directory, export info to .xls or .csv file for designer display ads.
- e. Review and proofread directory draft from designer and submit any edits.
- f. Once approved, send final file to printer
- g. Coordinate delivery of directory boxes with printer (to Alma Via).
- h. Coordinate distribution of directory boxes in community and at monthly meetings.

4. Financial management

- a. Track and manage expenses.
- b. Pay vendors (designer, printer, webmaster, event space (Senior Fair), rentals (June & December mixers – tables, tablecloths, centerpieces, etc. & PO Box) via debt card or check.
- c. Track PayPal and transfer funds to WestAmerica account when appropriate.
- d. Check PO Box for any inbound checks from members.

5. Communication

- a. Add new members to “Announcement List” in ‘Vertical Response.
- b. Send monthly email with synopsis, speaker bio(s) and date/time reminder to members
- c. Post speaker and topic information to website at least 3 weeks before meeting date.

6. Member Meetings-3rd Thursdays

- a. Arrive between 9:30 am-9:45 to greet guests and help speaker and breakfast sponsor get set-up.
- b. Emcee meeting (should be a rotation of 3-4 committee members arranged in advance).

7. Planning Meetings

- a. Check in with committee member to see who can attend
- b. Choose meeting location and make reservation
- c. Create and print agenda for attendees-or use this document.
- d. Document meeting minutes (and action items) and distribute afterward.