

OLLI at SOU

Standing
Committees

**Communications Committee
Charge**

Purpose

To support committees and staff by collaborating on the development of promotional strategies and coordinating publicity and promotional materials and other communications to ensure that OLLI has consistent and coordinated branding and messaging.

Responsibilities

External Communication

- Collaborate with the Membership Committee to create promotional strategies that bring attention to the benefits of lifelong learning and the advantages of being an OLLI at SOU member with a focus on recruiting new members and encouraging membership renewal.
- Oversee the development of advertising, press releases, print articles, and promotional materials, such as brochures, flyers, and posters.
- Coordinate broadcast interviews.
- Coordinate sponsorships and advertising trades with businesses and organizations.

Internal/External Communication

- Collaborate with the Membership, Curriculum, and Programs & Activities Committees and staff to keep OLLI's members informed about OLLI courses, programs, and events through a variety of communication methods, including the course catalog, event posters, notices, social media posts, and email blasts.
- Collaborate with the Fundraising Committee and SOU Foundation staff in the development of fundraising mailers and other communications to promote charitable giving to support OLLI.
- Provide relevant information to staff for publishing on the website, in the OLLI Newsflash, and on social media.
- Assist with development of OLLI slide presentations for the speaker's bureau and OLLI meetings.

Structure

Leadership: Chair or Co-Chairs

Team Leads and Sub-committees – Catalog Editor and others to be determined

Meeting Schedule

At least quarterly, at the call of the Chair

Approved 4/16/24

Curriculum Committee

Charge

Purpose

To meet the expectations of OLLI members for a wide variety of high-quality courses that are offered within the time periods and across a balance of platforms and geographic locations as established by Council.

Responsibilities

Recruit and support instructors, develop curriculum, and prepare each term's curriculum for publication.

- Identify possible new courses and new instructors, particularly in areas of high OLLI member interest, and meet with them to help with the course proposal process as necessary.
- Encourage new and veteran instructors from within OLLI membership, from SOU, and from the Southern Oregon community at large to teach at OLLI.
- Work with new and existing instructors to develop a mixture of courses each term that are within OLLI's targets for delivery platforms and geographic locations.
- Evaluate course proposals for evidence of the instructor's knowledge and organization of the material and the appropriateness of the material for OLLI and its alignment with OLLI policies.
- Notify instructors of their course proposal's acceptance or rejection, and coach those rejected on how to improve their course proposal.
- Edit course descriptions for alignment with the actual proposed classroom or online experience and for clarity and conformity to publication standards.
- Finalize the course description data for publication.
- Provide information on courses and teaching at OLLI gatherings, such as the Open House and New Member Socials.

Support instructors

- Offer regular workshops on teaching at OLLI.
- Provide area liaisons for all instructors.
- Present orientation for new-to-OLLI instructors and provide area liaisons to observe initial classes and meet with these instructors.
- Coordinate IT training for all instructors, as needed.

Maintain quality of curriculum and member satisfaction with courses.

- Review member comments relating to courses and instructors obtained from surveys and other means and make adjustments as necessary.
- Collect member feedback from courses taught by new OLLI instructors and share feedback with instructors.

- Identify courses in trouble through member feedback, class attendance, and CC liaison observation and work with instructors to improve their pedagogy and proficiency with technology

Structure

Leadership: Co-chairs (Administration/Course Proposals) and ad hoc project leads.

Membership: Catalog category and instructor recruitment liaisons, course proposal editor, classroom and online training coordinator, and instruction support leads.

Meeting Schedule

Eleven monthly meetings (no meeting in July), work groups meeting as needed to accomplish their goals.

Approved 4/16/24

**Finance Committee
Charge**

Purpose

To provide financial guidance and oversight for OLLI at SOU, with the goal of ensuring the long-term financial stability of the organization.

Responsibilities

- Initiate and oversee an annual budget preparation workflow that results in a budget recommendation to the OLLI Council.
- Track conformance to the approved budget.
- Recommend revisions to the annual approved budget to Council as needed.
- Maintain current and multi-year projections of annual revenue and expense.
- Set long-range financial goals along with funding strategies to achieve them.
- Provide guidance to standing committees as needed in the preparation of annual budgets and on initiatives that affect revenues and expenditures.
- Provide recommendations for changes to the OLLI membership fee and other revenue and expense items.

Structure

The leadership structure of the OLLI Finance Committee should incorporate the experience of former and current Council leaders and provide background training for potential treasurer candidates. Typical composition of the OLLI Finance Committee would include the following roles:

- Current OLLI Council Treasurer as Committee Chair
- Current Council President
- Current Council Vice President
- Past Council President
- Chair of the Development Committee
- The OLLI Administrator, ex officio
- Committee member(s) chosen from at-large OLLI membership in order to provide transparency and education

Meeting Schedule

October for review of current financials and consideration of possible budget adjustments; April/May for creation of budget for coming year; and as needed for review of financial projections, consideration of membership fee adjustments, and other business.

Approved 4/16/24

**Fundraising Committee
Charge**

Purpose

To support the annual and long-range financial goals of OLLI at SOU through member and public charitable giving and fundraising events.

Responsibilities

- Develop and execute annual and long-range plans for donor-centered fundraising.
- Collaborate with the Finance Committee to set the annual goal for fundraising and budget for fundraising expense.
- Promote to OLLI membership and the Southern Oregon community the reasons and opportunities to invest in OLLI through charitable giving.
- Collaborate with the Finance Committee to regularly review OLLI's fund structure and the fundraising goals for each fund and recommend changes as needed.
- Ensure compliance with the fundraising policies of SOU and SOU Foundation and foster cooperative working relationships with the staff of OLLI, SOU, and the SOU Foundation.
- Collaborate with Council directors, standing committee chairs, and the Administrative Director to increase awareness of fundraising plans and methods and to share standard messaging about why OLLI fundraises and how it uses donations.
- Review the plans for all OLLI events that incorporate a fundraising element to ensure that the fundraising plan and process is in compliance with OLLI, SOU, and SOU Foundation policies and procedures and within the goals of OLLI's annual fundraising plan. Collaborate with the event leaders to support the fundraising component of such events.
- Ensure that prompt and appreciative thank you notes are sent to donors.

Structure

Leadership: Chair or Co-Chairs and Project Leads for events and campaigns. The Chair/Co-Chairs also serve on the Finance Committee.

Meetings

At least quarterly, at the call of the Chair.

Approved 4/16/24

Osher Lifelong Learning Institute at Southern Oregon University

Leadership, Development & Recruitment Committee Charge

Purpose

To 1) lead OLLI at SOU's effort to identify and recruit committed volunteers to assume leadership roles as Council directors and standing committee chairs; 2) oversee the Council candidate nomination and election process; 3) implement ongoing leadership development; and 4) collaborate with the vice president in providing orientation for new Council directors and standing committee chairs.

Responsibilities

Recruitment

- Establish and implement a timeline and process for actively seeking a diverse slate of Council director candidates from the OLLI at SOU membership at large.
- Encourage a culture in which all current leaders see themselves as leadership recruiters.

Council Candidate Nomination and Election Process

- Oversee all tasks in the Council candidate nomination and election process.
- Establish a Council director candidate orientation.

Leadership Orientation

- Plan and conduct, in collaboration with the vice president, leadership orientation for new Council directors and committee chairs at the beginning of each term or as needed in the event of a vacancy.

Development

- Develop and implement a mentor program for Council directors and committee chairs seeking additional leadership experience or more knowledge about the OLLI organization.
- Collaborate with committee chairs to provide for effective leadership transitions.

Structure

Chair or Co-Chairs to provide oversight to the overall program & team leaders

Team Leads for each of the responsibility areas

Ideally the committee will include experienced OLLI volunteers including at least one past OLLI president and one past committee chair.

Meeting schedule

At least quarterly, at the call of the chair.

Approved 4/16/24

Membership Committee
Charge

Purpose

Formulate strategies and execute initiatives to promote OLLI at SOU in the Rogue Valley and Southwest Oregon, recruit new members, engage existing members, and strive to achieve Council goals for membership growth and retention.

Responsibilities

Member Recruitment

- Collaborate with the Communications Committee to develop promotional strategies and messaging for recruiting new members.
- Distribute course catalogs and other promotional materials while building relationships with distribution businesses, organizations, and locations in order to promote OLLI membership.
- Develop OLLI programs open to the public or available for members to bring a friend to provide targeted opportunities for member recruitment.
- Identify and participate in community events with opportunities to promote OLLI to prospective members.
- Create and maintain a speakers' bureau to provide informational presentations about the value of lifelong learning and the benefits of OLLI membership.

Member Retention

- Remind existing members about annual membership renewal.
- Welcome and orient new members.
- Create innovative ways for members to connect; hold social events or activities designed to engage and sustain OLLI membership.
- Collaborate with the Executive Committee and Events Team in planning and holding the membership Annual Meeting.
- Collaborate with the Volunteer Coordinator to encourage members to participate as volunteers.
- Contact lapsed members to encourage renewal or gain understanding as to why the member did not renew.

Metrics, Analysis & Research

- Collaborate with staff to maintain current membership data metrics and analyze membership trends.
- Collaborate with other committees and staff on the annual member survey to measure member satisfaction and obtain information to identify areas for improvement or change.

Structure

Leadership: Co-Chairs –Recruitment & Retention
Team Leads & Sub-committees – TBD

Meeting Schedule

Ten or eleven monthly meetings, work groups meeting as needed to accomplish their goals.

Approved 4/16/24

**Programs and Activities Committee
Charge**

Purpose

To meet the expectations of OLLI members for a variety of high-quality educational opportunities other than courses.

Responsibilities

Offer OLLI members educational programs and activities with variety of formats and content, potentially including facilitated discussions, field trips, interviews, lectures with Q&A, and shared interest groups.

Recruit and support presenters and hosts, review or assist as needed in the development of programs and activities, and prepare all programs and activities for publication.

- Identify possible new programs and presenters, particularly in areas of high OLLI member interest, and meet with them to help with the program proposal process as necessary.
- Encourage new and veteran presenters from within OLLI membership, from SOU, and from the Southern Oregon community at large to offer programs at OLLI.
- Develop a mixture of programs and activities each term that are within OLLI's targets for number, delivery platforms, and geographic locations.
- Evaluate programs for evidence of the presenter's knowledge and organization of the material as well as appropriateness of the material for OLLI and alignment with OLLI policies.
- Notify applicants of their proposal's acceptance or rejection, and coach those rejected on how to improve their proposal.
- Edit program and activity descriptions for alignment with the actual proposed experience and for clarity and conformity to publication standards.
- Finalize the program and activity descriptions and associated registration information for publication.
- Provide information on how to offer programs and activities at OLLI gatherings, such as the Open House and New Member social as well as on the website.

Support program presenters and hosts by providing liaisons to assist with proposals, and coordinate with the office and presenter or host regarding scheduling and possible venue and/or technology requirements, and technology assistance or training.

Maintain quality of programming by collecting member feedback via surveys and other means.

Manage, in collaboration with the office staff, a simple process for program proposal, approval, promotion, and registration.

Structure

Leadership: chairperson or co-chairs

Membership: program recruitment and category liaisons, tech support coordinator, and possible communication editor.

Meeting Schedule

Eleven monthly meetings (no meeting in July), work groups meeting as needed to accomplish their goals.

Approved 4/16/24

Venue and Technology Committee
Charge

Purpose

To identify and lead initiatives related to the venues and technology which are needed to ensure that OLLI at SOU's programs and activities can be effectively and efficiently facilitated.

Responsibilities

Venue

- Collaborate with staff to ensure that OLLI's venues provide a comfortable, accessible, safe, supportive, and congenial environment conducive to learning, working, and socializing.
- Research and recommend alternate OLLI course venues which might be needed for specific uses or to provide new or additional geographic locations.
- Report room/seat utilization rates for OLLI venues annually to Council.

Technology: Classroom/Online/Hybrid Training and Support

- Evaluate current classroom IT/AV installation annually and propose changes when classroom IT/AV fails to satisfy the ongoing needs of instructors, program leads, staff, and members.
- Ensure that the processes for providing online and hybrid courses/events are sufficient to meet the needs of members, instructors, program leads, and staff.
- Develop initiatives, in collaboration with staff, to optimize volunteer and staff support for instructor IT/AV training for onsite, hybrid, and online courses.
- Assist, in collaboration with staff and other committees, with the ongoing work to improve the effectiveness and efficiencies of various processes and technology, e.g., OLLI's website, registration/rsvp applications, and online calendar.

Structure

Under the leadership of the chair, the committee works in sub-groups according to expertise and interest. Sub-groups can include online/hybrid technology/support, venue improvements, instructor training on the classroom equipment and on Zoom, website improvements, and software technology.

Meetings

The committee meets at the beginning and the end of the academic year. Sub-groups meet as needed to accomplish their goals.

Approved 4/16/24

Responsibilities of Committee Chairs

Committee Chair responsibilities include, but are not limited to, the following:

- Lead the committee in implementing the committee charge within the scope of OLLI at SOU Bylaws and Policies and Procedures
- Recruit and orient committee members and/or team leads to the work of the committee
- Coordinate the work of teams within the committee, if applicable
- Provide a written report to Council, via the president, at least one week prior to each Council meeting, that includes an update on significant committee activities per the committee charge, any proposed motions for Council action, and any requested changes in the committee's approved annual plan initiatives or budget
- Submit an annual budget request and periodic budget updates at the call of the treasurer
- Submit an annual plan with new initiative requests, containing timeline, budget, and staff support needs, to Council when called for or any time a new initiative is to be considered during the year
- Ensure that electronic files are maintained to document:
 - Operational processes and procedures.
 - Materials prepared by the committee.
 - Check lists for events and recurring projects.

Chair and team lead responsibilities

Participate in the recruitment and orientation of the succeeding committee chair and arrange for a smooth transition

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