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WELCOME

Thank you for volunteering to chair a committee, or to serve as a volunteer within OLLI at UNLV. This document is meant to give you support and guidelines. You are welcome to change, add to, or delete suggestions in ways that work best for you. This document will grow and change as committee chairs bring new ideas and directions to OLLI at UNLV. To keep everyone informed, please forward all your suggested changes to the OLLI President.

DEFINITIONS

i. The functional title “OLLI Director” has replaced several different titles that previously were used, including “Assistant Director for Senior Programs.” The functional title of OLLI Director defines the person who has been designated by UNLV Educational Outreach Division to represent UNLV in the management and administration of the OLLI at UNLV program.

ii. All references to OLLI shall refer to the OLLI at UNLV program (not to any other OLLI program).

iii. An OLLI “prospect” is a member of the community who has never been a member of OLLI, or who was an OLLI member at some time in the past, whose membership has not been renewed recently.
General Guidelines for OLLI at UNLV Volunteers

1. All volunteers will be required to follow UNLV and OLLI at UNLV policies and procedures.

2. A collaborative attitude with the UNLV administration, UNLV Foundation, OLLI at UNLV Board, and all committee members will help to get things done smoothly.

3. The OLLI at UNLV Board President appoints the Chair of each OLLI at UNLV committee.

4. In the absence of a Chair for any committee, the President will assume the leadership of that committee until a new Chair is appointed.

5. The Chair of each committee is responsible for appointing needed committee representatives to ensure all duties of the assigned committee are addressed. All committees are encouraged to develop goals and objectives, with a designated timeline. Goals and plans should be shared with the OLLI at UNLV Board of Directors and the OLLI Director.

6. Committee Chairs will be responsible for documenting the results of committee meetings, and distributing to all committee members (and to the Board and OLLI Director, where appropriate).

7. All committee Chairs are responsible for maintaining a file that has meeting results documentation, posters, flyers, notices, etc.

8. Each Committee Chair is responsible for training his or her successor.

9. All committee Chairs are encouraged to submit a written report to the Board at least two working days prior to upcoming board meetings. The written report should include committee happenings and recommendations, along with significant new ideas and changed plans.

10. Any marketing materials for external distribution (i.e. flyers and any printed materials) must be approved by the OLLI President and the OLLI Director.

11. Presentations to the Board should focus on:
   
   a. Items that need to be voted on by the Board, AND
   
   b. Important information the Board should understand.
   
   c. Board presentations should be concise. The level of detail and time allocated should be proportional to the importance of the subject being discussed.
Board Member Guidelines

Board Member Duties:

- Attend monthly OLLI at UNLV Board meetings (in person), as scheduled by the OLLI President.
- Be prepared to provide succinct and concise reports to the Board pertaining to your position as a Board Officer, Standing or Ad-hoc committee member.
- Solicit member and staff feedback and ideas, and represent the OLLI Board to the membership, the community, and to OLLI “prospects” who are not currently members of OLLI at UNLV.
- Discuss Board proposals and motions with an open mind, and vote on motions.
- Work collaboratively with other Board members and the OLLI Director to improve member satisfaction.
- Actively recruit new members to join OLLI at UNLV, and encourage others to do the same.
- Represent OLLI at UNLV effectively in any contacts with volunteer coordinators, satellite learning center staff, UNLV staff, and the community.
- Bring member, coordinator, staff, or satellite issues, concerns, or ideas to either the Board or to the OLLI Director to expedite an appropriate outcome.
- Act as an “Ambassador for OLLI” in all contacts with non-members and the community.
- Actively recruit OLLI “prospects” to join OLLI:
  - Speak individually with friends, neighbors and relatives, about how OLLI has helped you to lead a more fulfilling and enjoyable retirement. Encourage them to come to an OLLI Open House, or to enjoy a 1-day “free pass” to try out up to 2 OLLI study groups on the same day.
  - Be available to work collaboratively with the OLLI Publicity Chair and the OLLI Director, to speak to groups of “prospects” about the features and benefits of joining OLLI at UNLV.
- Ensure the long-term sustainability of OLLI by working collaboratively with OLLI Administration, volunteers, members, and outside organizations where appropriate.
- Actively participate in Committee assignments as appropriate to the Board Member’s interests and expertise.
- Work with the Board and the OLLI Director to identify and address needs in order to improve the OLLI at UNLV organization.
Special Instructions:

- Board members are elected by the membership at large in an annual election held in March/April of each year.

- To be placed on the Official Election Ballot, candidates must be “nominated” by the membership. Each year in January/February, nominations are solicited from all OLLI members. In order to be nominated, candidates should approach other OLLI members, inform them of interest in serving on the Board, and ask to have their name placed on a “nomination” form.

- The members receiving the most nominations are placed on the Official Election Ballot. Recent “practice” has been to place on the Ballot 3 more names than the number of open Board seats.

- According to the current By-Laws, a person is elected to the Board for a 2-year term. Currently serving Board members may run for a second 2-year term, if they are on the list of members who received the most “nominations” (see bullet point directly above for details). After four consecutive years on the Board, currently serving Board members may not run again for another term, unless the member has been off the Board for at least one year.

- If nominated, candidates must provide a bio (up to 16 typewritten lines) describing his or her background and experience, and why they would like to serve on the OLLI at UNLV Board. If a potential nominee fails to provide the required bio by the deadline date specified by the Elections Committee Chair, their name will not appear on the Official Election Ballot for that year’s Board election.

- If a Board member does not attend (in person) 3 or more meetings in a “year” (from May through April of the following year), the President and the Board will review the circumstances and decide (by majority vote of Board members present), whether the absent Board member may continue to serve.
President Guidelines

Mission: To act as chief executive officer for all OLLI at UNLV functions.

Responsibilities:
- Develop and circulate the Board agenda.
- Preside over Board meetings and any special meetings of OLLI at UNLV.
- Solicit any suggestions for additions to the agenda from Board members and the OLLI Director.
- Call for “Member Comments” at the beginning of each Board meeting.
- Appoint all Standing Committee Chairs for one year, with the approval of the Board.
  - In the event that a Chair position is vacated during the one year term, the President will appoint a new Chair for the remaining portion of the term.
  - If a committee Chair is not performing according to the expectations of the President, that committee Chair may be replaced at any time by the President, without waiting for the expiration of the one year term.
- Appoint Ad-Hoc Committee Chairs as appropriate. Board approval is not required.
- Be an ex-officio member of all committees, except the Nominating Committee.
- Submit a “President’s Message” to each EXCELLERATE issue, and to other publications (if requested by the OLLI Director, or by the editors of other OLLI publications).
- Be the face and voice of OLLI to members, the UNLV community, and the public.
- If the Secretary notifies the President that he or she will be unable to attend a Board meeting, the President shall appoint a “temporary Secretary” for that Board meeting, who will perform all duties normally assigned to the Secretary, including preparation and distribution of Minutes at least one week prior to the next scheduled Board meeting.

Special Instructions:
- The President works cooperatively with the OLLI Director to ensure member satisfaction and program growth.
- Whenever possible, the President looks to the future needs of the organization, providing leadership as change occurs.
Vice-President Guidelines

Mission: To assume the duties and exercise the powers of the President in the event of the President's absence or incapacity. If the office of the President should become vacant, the Vice President shall assume that office for the remainder of the term.

Responsibilities:

- If the President is unavailable or incapacitated, the Vice-President shall temporarily perform all functions normally assigned to the President.

- When the President is presiding over a Board meeting, the Vice-President is encouraged to act as “Sergeant at Arms,” to keep the Board meeting running smoothly. When discussions on a particular topic are taking too long, the Vice-President is encouraged to ring a bell, activate a timer, or otherwise gently move the discussion forward to the next topic (or the next speaker).

- The President may, from time to time, assign specific additional tasks to the Vice President, which would normally be the duty of the President.
Finance Officer Guidelines

**Mission:** To develop and implement financial strategies to promote OLLI at UNLV as a self-sustaining organization. To communicate OLLI at UNLV financial status to current OLLI members. To work collaboratively with the Educational Outreach Director – Administration and Budget.

**Job Description:**

- Work with OLLI Director, Educational Outreach Director – Administration and Budget, and UNLV Foundation Liaison, to move OLLI at UNLV towards permanent financial self-sustainability.
- Receive monthly financial statements for OLLI at UNLV, prepared by the Educational Outreach Director – Administration and Budget.
- Review monthly income and expenses for reasonableness. Highlight any questionable items for further investigation and explanation.
- Compare quarterly and YTD income and expenses for significant variances from budget. Assist the OLLI Director and the Educational Outreach Director – Administration and Budget with revenue and expense assumptions used to estimate future years’ budgets for OLLI at UNLV.
- Follow Board policies for authorizing expenses.
- Prepare a monthly report to the OLLI Board, highlighting significant individual income or expense items, and significant changes in the OLLI at UNLV “balance sheet.”
- Track “memo items” which are carried by the UNLV Foundation, yet are dedicated to and are for the benefit of OLLI at UNLV. Monitor income (interest, dividends, or investment profits) that is periodically credited by the UNLV Foundation to the OLLI at UNLV “operating account.”
- Prepare an Annual Report to the OLLI at UNLV Board of Directors at the end of each fiscal year, comparing financial results to plans (the “budget”) and to last year’s annual results. Explain the reasons for significant variances from approved plans, and recommend corrective actions to the OLLI Board to keep OLLI at UNLV on a fiscally sustainable path.
- Solicit periodic investment recommendations (improved classrooms, technology upgrades, equipment purchases, etc.) from OLLI Director, OLLI President, OLLI Curriculum Chair, and OLLI Technology Chair, that would improve the ability of OLLI at UNLV to provide increased member satisfaction. In collaboration with these partners, make motions to the Board to approve responsible investments.
Secretary Guidelines

Mission: To provide permanent documentation of each Board meeting and any other meeting as requested by the President.

Secretary Duties:
- Take “Minutes” of each Board meeting.
- Electronically record each Board meeting.
- Transcribe Minutes and produce a hardcopy and electronic file (PDF format is preferred).
- Maintain a file of all Minutes, with the committee reports and any meeting handouts pertinent to those Minutes. Where possible, Minutes and related committee reports should be converted to PDF’s (Portable Document Format files) and archived in computer folders, in addition to the paper copies of all Minutes and reports.
- Distribute the Minutes to all Board members at least one week prior to the succeeding meeting. The Minutes shall also be distributed to the OLLI Director, except if the Board was in “Executive Session,” in which case only Board members who attended shall receive the Executive Session Minutes.
- Maintain electronically recorded Minutes until 30 days after the Minutes have been approved at the succeeding Board meeting.
- Send out any letters as requested by the President.
- Send a “thank you” letter from the Board to a guest speaker, if requested by a coordinator.
- Send invitations to guests invited to the Spring and Fall luncheons (or other special events), if requested by the President, the OLLI Director, or the Events Chair.

Special Instructions:
- The file of the year's Minutes, with appropriate accompanying reports and handouts (including computer-archived PDF files where available), is shared with the new Secretary and then turned over to the OLLI Director at the end of the OLLI year.
- In the event the Secretary is unable to attend a Board meeting, the Secretary shall notify the President as far in advance as possible, so that the President may appoint another Board member as “temporary Secretary” to perform all duties normally performed by the Secretary.
- The Secretary shall notify the President of any Board member who misses 3 or more meetings in a “year” (from May of one year through April of the following year).
By-Laws Committee Guidelines

**Mission:** To insure that all proposed amendments to the By-Laws submitted to the By-Laws Committee by any Member are fully considered by the Committee and processed promptly and fully as set forth below under “Committee Duties.”

**Committee Duties:**
The By-Laws Committee receives and considers proposed amendments to the By-Laws from any OLLI member, and shall make its recommendations to the Board in a timely manner. Proposed amendments recommended by the By-Laws Committee shall require approval of a majority of the entire Board. Proposed amendments not recommended by the By-Laws Committee shall require approval of two-thirds (2/3) of the entire Board. All proposed amendments approved by the Board shall be submitted to the OLLI membership at the next OLLI Open House, and any such proposed amendments approved by a majority of OLLI members voting shall take effect at the start of the next semester, unless otherwise provided in the proposed amendment.

- Review all proposed amendments submitted by any Member for accuracy and clarity.
- Submit to the Member proposing the amendment any suggested changes in wording, and consider and vote on the proposal, with any such approved changes.
- Proceed with the procedures set forth above.

**Committee Assignments:**

**By-Laws Committee Chair** – The Chair may appoint committee members to the following roles:

- **Liaison** -- Works with a Member submitting a proposal to obtain agreement to any Committee proposed changes to the Member’s proposal.
- **Presenter** -- In the event the Committee Chair is not available or chooses to delegate the duty, presents the proposed amendment to the By-Laws to the Board of Directors, together with the recommendation of the Committee, and goes over the requirements for voting approval by the Board, as established by the By-Laws.
- **Open House Facilitator** -- Works with the person or persons in charge of the Open House to insure that any proposed amendment to the By-Laws approved by the Board of Directors is properly presented to and voted on by the Membership at the Open House next following the Board approval.

**Special Instructions:**
Curriculum Committee Guidelines

Mission: to recruit, train, and supervise “Coordinators” to provide a wide variety of interesting study groups for the OLLI membership, at the UNLV Paradise campus and a number of satellite learning centers located in the Las Vegas valley.

Committee Duties:

- Plan and coordinate all educational programs to ensure variety and to meet member expectations.
- Recruit new coordinators, and oversee existing coordinators.
- Develop a course proposal form to be used by potential coordinators, subject to the approval of OLLI Director.
- Solicit responses from current coordinators as well as new courses and coordinators.
- Coordinate with the OLLI Director on topics, room assignments, attendance procedures, and all UNLV Policies and Procedures.
- Utilize the Curriculum Committee to proofread final program of study before turning over for printing.
- Chair Coordinators' Orientation session on the Wednesday prior to the Open House. Training on audio-visual equipment may be offered as requested by individual Coordinators.
- Participate in the Open House to the extent requested by the OLLI President.
- Respond, where necessary, to member comments, complaints, concerns, and requests regarding coordinator offerings.
- When appropriate, meet with a coordinator to relay concerns and offer guidance.
- Utilize the evaluation forms to note any areas needing improvement.
- The Curriculum Chair shall attend the monthly Board meetings to update the Board on Curriculum Committee actions and needs.
- Develop a summer program that is ten weeks long and generally has fewer offerings. Coordinate with satellites on study group times, days, wants and needs.
- Develop “Brown Bag” lunch topics.

Committee Assignments:
• **Curriculum Committee Chair** – Plan and coordinate all OLLI educational programs to ensure variety and to meet member expectations.

The Chair may appoint committee members to needed roles, as appropriate.

• **Satellite Liaisons** – will help represent OLLI at designated satellites to ensure good working relationships with all satellite learning centers.
  - Help to develop new study groups, and new coordinators for satellites.
  - Serve as liaison with the satellite site administrator.
  - Identify new instructors and study groups.
  - Assist with scheduling study groups at satellites.
  - Confirm AV needs with coordinator and satellite site administrator.
  - Support coordinator needs at satellite learning center.
  - Assist site administrator with marketing of study groups within satellite community.
  - Distribute grids, catalogs, name badges and stickers, and other materials to satellite.
  - Assist with making sure that the satellite’s needs are being met by OLLI.

• Other positions as assigned by the committee chair, based on committee needs.

**Special Instructions:**

• Throughout the process, there is ongoing coordination with the OLLI Director, the Publications & Communications Chair, and the OLLI Board.

• The Board approves each semester’s program prior to implementation.

• The Curriculum Chair is responsible for ensuring coordinator competence.
Elections Committee Guidelines

Mission: To develop and administer procedures for the election of Board officers in a manner that is open and easily utilized by OLLI members.

Committee Duties:

- Send an e-mail to members prior to the election, asking members to update OLLI records with any recent address change. The President activates the Telephone Committee for members without e-mail.
- Contact the Nominating Committee in late January and verify the date by which the slate of nominees and their bios should be ready.
- Upon receiving a bio from each nominee, the material is proofed and retyped and the Official Election Ballot is prepared.
- Ballot directions should be clear, so that members understand checking off too many names or random marks invalidate a Ballot. The due date for return to the lock box will be clearly stated.
- The Official Election Ballots, bios and prepaid return envelope (with a special designated imprint on the return envelope, which will change each year) will be mailed via U.S. Post Office to all members registered for the current term.
- Timing should ensure return by the end of March.

Committee Assignments:

- The Election Committee, as a group, with a representative of UNLV present, will open all ballots. Ballots with too many names checked, or random marks, including write-in names, shall render the ballot invalid and it will not be counted.
- Tie votes will be resolved by a coin toss.
- The OLLI President, UNLV Director, Publications Chair, and all candidates will be notified of the results.

Special Instructions:

- The number of votes (for any candidate) are not revealed.
- The envelopes, ballots and vote-counting tally sheets will be kept for two months and then destroyed.
- The Chair is encouraged to have committee members speak in each study group, to remind members to watch for and return ballots in a timely fashion.
- The Election Committee will encourage candidates to “campaign” in study groups.
Events Committee Guidelines

**Mission:** To plan meaningful and engaging special events based on the OLLI Membership’s wants and needs.

**Committee Duties:**

- Develop measurable goals and objectives for the events committee, with a designated timeline. This plan will be shared with and approved by the OLLI at UNLV Board of Directors, in collaboration with the OLLI Director.
- Develop the scheduling and organization of special events.
- Submit write-ups for the special events for the catalog, as well as flyers.
- Maintain a continuity of activities, both social and intellectual, to sustain and grow the interest of OLLI at UNLV members.
- Coordinate all activities with approval from the OLLI at UNLV Board of Directors, and the OLLI Director.
- Arrange social activities, tours and educational events to keep membership interest high, and to attract and retain a diverse OLLI at UNLV membership.
- Encourage Interest Groups to form under OLLI auspices, where like-minded members from groups (similar to clubs) to satisfy their common interests and needs.
- Report to the Board of Directors and make recommendations.
- Submit articles for OLLI’s newsletter on committee happenings. Work collaboratively with members of the committee, the Board of Directors and the OLLI Director.

**Committee Assignments:**

- **Special Event Committee Chair** –

The Chair may appoint committee members to the following roles:

- **Individual Event Facilitators** – will plan, organize, and lead trips to various places, shows, exhibits, tours, etc., including coordination with the trip venue, date(s) offered, pricing for OLLI members, and other trip and event details. If a long drive, carpool of 2-4 people may be encouraged.

- **Special-interest Liaison** – will help coordinate the special interests groups.
- **End-of-semester Luncheon Liaison** - will plan and coordinate end-of-semester luncheon with approval of the OLLI Board.
  - Attempt to secure a reserved date and location for the end-of-semester Luncheon. After a date and location have been tentatively reserved, request formal approval by the OLLI Board of Directors.
  - Set the menu in coordination with the caterer.
  - Secure entertainment.
  - Set the price with the approval of the OLLI Board.
  - Develop plans with the Publications and Communication Chair, to advertise the luncheon via flyers, E-mails, bulletin board notices.
  - Mail invitations to guests, as requested by the President. Have a reserved table for the guests.
  - Entertainers also are invited guests.
  - Secure volunteers to check attendees in, and give each attendee a ticket representing the luncheon entrée they previously selected.
  - Coordinate vendors with OLLI office.

- **Open House Liaison** - will plan and coordinate the Open House with the assistance of the OLLI Board, the Curriculum Chair, and the OLLI Director.
  - Diagram room setup for the OLLI Director.
  - Check with OLLI Director two weeks before the Open House, to confirm food order, podium, mike, chairs, tables.
  - Have posters made to designate each coordinator's space with study group title, coordinator name(s), day and time, and room location.
  - Have posters made, as needed, for special tables - e.g., New Member, Registration.
  - Have miscellaneous posters made, as needed - e.g., last-minute program changes, entry doors.
  - The first rows will be designated for Coordinators to sit when the program begins.
  - Work with volunteers to set room up on the Friday prior to the Open House.
  - Clean up the room at the close of the Open House.
  - Work with OLLI Photographer(s) to set up a space and time for the Photographer(s) to take new member pictures (typically when the Open House ends, from noon to 1:00 PM).

- Other positions as assigned by the committee chair, based on committee needs.

**Special Instructions:**
The cost charged to members for all events should be rounded to an even dollar amount.
Facilities and Technology Committee Guidelines

**Mission:** To act as a liaison between OLLI at UNLV and UNLV to ensure that the facilities and equipment are conducive to effective learning and promote membership satisfaction.

**Committee Duties:**

- Make recommendations for facility upgrades to the OLLI Board of Directors.
- Make recommendations for technology improvements to the OLLI Board of Directors.
- Assist with setting up classrooms, as needed.
- Assist with testing classroom equipment, as needed.
- Assesses any facility needs at satellite campuses.
- Assesses the technology needs at satellite campuses.

**Committee Assignments:**

- **Facilities and Technology Committee Chair** – Makes recommendations to the Board on facilities and technology upgrades, based on membership needs.

The Chair may appoint committee members to the following roles:

- **Facility Liaison** – Makes recommendations to the chair regarding facility upgrades based on membership needs. Makes recommendation to the chair regarding needs for satellite locations. Works collaboratively with Client Division Services.

- **Technology Liaison** – Assists with classroom set up, testing of equipment, and makes recommendations to the chair regarding technology needs. Makes recommendations to the chair regarding satellite needs. Works collaboratively with Client Division Services.
Special Instructions:

- The Assistant Manager for Client & Division Services with the Division of Educational Outreach (DEO) manages all proposals for facility upgrades. The Assistant Manager will work with appropriate university departments (including but not limited to the Office of Information Technology (OIT), Planning and Construction, and Facilities and Maintenance) to ensure that Paradise Campus projects adhere to university standards, policies and procedures.

- Once a facility upgrade is recommended to the Board, and the Board conceptually approves of the recommendation, the OLI Director will work collaboratively with the Assistant Manager for Client Division Services and the OLLI Facility and Technology Chair to explore feasibility and to get estimated costs.

- Estimated costs will be presented to the Board for approval. Once the Board approves the upgrade proposal and associated costs, the Facilities and Technology Chair will work collaboratively with the Assistant Manager for Client & Division Services to ensure that all upgrades will meet OLLI business requirements, within the budgetary guidelines approved by the OLLI Board.

- All proposals for facility upgrades for satellite campuses will go through the OLLI Director.

- Client and Division Services is responsible for initial room set-up of each classroom 30 minutes prior to the start of each study group.
Fundraising Committee Guidelines

Mission: To plan and implement fundraising activities to help meet the annual goals established by the OLLI Board.

Committee Duties:
Identify and implement feasible and effective fundraising strategies that will supplement revenue-producing efforts of the OLLI Director.

- Research other OLLI programs across the nation to identify successful fundraising plans and report summary of findings to the OLLI Board.
- Work with the UNLV Foundation Representative to identify, obtain approval and conduct potential fundraising activities and solicitations.
- Conduct approved, local fundraising activities.

Committee Assignments

Fundraising Committee Chair

- ensures all committee duties are carried out
- assigns committee assignments as deemed appropriate

Fundraising Events Designee(s)

- Identify, obtain Board approval and conduct fundraising activities.

Charitable Giving Liaison

- Identify and solicit potential donors and awards in collaboration with the UNLV Foundation Representative.
- Increase awareness of charitable giving opportunities to the OLLI membership and ensure Charitable Giving forms are available to members at all OLLI memorial services and events on campus.

Special Instructions:

- Fundraising activities include solicitation of major gifts (physical and monetary) as well as activities on a smaller scale such as sales, events, etc.
- Fundraising activities are aimed at supplementing the OLLI budget. It remains the OLLI Director’s primary responsibility to seek outside funding sources from the Osher Foundation and other corporate grants to help fund the OLLI at UNLV program.
- All corporate and major individual contacts must be conducted in collaboration with the UNLV Foundation and OLLI Administration.
Historical Archives Committee Guidelines

**Mission:** To archive and celebrate the history of OLLI at UNLV (formally EXCELL) through files, photographs, souvenirs, and other media to document all pertinent OLLI at UNLV activities.

**Committee Duties:**

- Capture, document, and preserve ongoing OLLI at UNLV activities during the appointed term.
- Maintain and preserve previous archives.
- Retrieve and supplement previously collected archives to ensure a complete historical history of the organization.
- Retrieve historical data as requested for Annual Reports, publicity, special events, etc.
- Work with other committee representatives, administrators and OLLI at UNLV members to ensure effective communication and sharing of the OLLI at UNLV history.
- Assign designees to attend and document all pertinent events and activities.

**Committee Assignments:**

- **Historical Archives Committee Chair** -
  
  The Chair may appoint committee member(s) or assume the following role(s):

  - Photographer to capture and preserve event highlights.
  - Archivist to collect and preserve archives.
  - Event Representative(s) (as needed) to attend each event or activity and forward materials to Archivist.
  - Other positions as assigned by the committee chair, based on committee needs.

**Special Instructions:**

- Archives may be preserved physically or electronically, or both.
- Photo releases must be obtained, ONLY if specifically required by OLLI at UNLV policy.
- Photos will be labeled to include event, time and participant names (whenever possible).
- Non-committee members may submit records to Archivist.
- Archives will be centrally located at the OLLI at UNLV office.
- There is a current need to document the past history of the evolution of EXCELL to the OLLI at UNLV program.
Membership Committee Guidelines

**Mission:** To facilitate the recruitment, retention and satisfaction of OLLI members.

**Committee Duties:**
- In collaboration with the Board and the OLLI Director, develop measurable goals and objectives for the membership committee, with a designated timeline.
- Plan and participate in occasional committee activities (open houses, on-site registration, and New Member luncheon).
- Make contacts with previous OLLI members who are no longer active to provide feedback to the Board, and the OLLI Director, on membership satisfaction and trends, including reasons for non-renewal.
- Ensure that needs, concerns, and suggestions of members are addressed. Report to the Board and make recommendations on member services.
- Research other OLLI institutions to solicit ideas that are innovative and may be pertinent to OLLI at UNLV while consulting with the Strategic Planning Chair. This responsibility may be shared with the Strategic and Long-Range Planning committee.
- Work collaboratively with members of the committee, the Board of Directors, and the OLLI Director.

**Committee Assignments:**
- **Membership Committee Chair** –
  The Membership Chair may appoint committee members to the following roles:

**Committee Assignments:**
- **Membership Satisfaction and Retention Liaison**
  - Plan for how to measure current member satisfaction, and promote retention.
  - Make all members feel welcome and part of the “extended family” of OLLI members.
  - Be available to longer term OLLI members, by telephone, e-mail, or in person, to handle any questions or concerns an OLLI member may have.
  - In collaboration with the OLLI Director, conduct member surveys and solicit member ideas on how OLLI at UNLV can better serve their lifelong learning and socialization needs.
  - As opportunities for improvement arise, work collaboratively with other committees to enhance member satisfaction.
- **Sunshine Liaison**
  - Send out “Get Well” cards to members with serious illnesses or undergoing surgery, and send out “Condolence” cards to the families of deceased members.
  - Cards and stamps are purchased by the OLLI Administrative Assistant, on request of the Sunshine Liaison. Chairperson purchases will typically NOT be reimbursed by OLLI.
Notice of member illness or death should be made IN WRITING to the Sunshine Liaison by any member of OLLI. Casual verbal comments will not result in any cards being sent. If the notifier does not use e-mail, he or she may give a written note to either the Sunshine Liaison or to the OLLI Administrative Assistant, providing the relevant details. If information is received by the Administrative Assistant, she will notify the Sunshine Liaison via e-mail.

- Keeps a record of names of recipients and number of cards sent, for possible inclusion in future issues of the Excellerate.
- No cards will be sent for member birthdays.
- Sympathy cards will be sent only for an OLLI member’s death, or the passing of a spouse, or the passing of a member’s child. No cards will be sent for member siblings or other relatives.
- Sympathy cards will NOT have any religious content.

- **New Member Liaison**
  - Make new members feel welcome and part of the “extended family” of OLLI members.
  - Be available to first term members, by telephone, e-mail, or in person, to handle any questions or concerns a new OLLI member may have.
  - In collaboration with the OLLI Director and the OLLI Administrative Assistant, plan and organize New Member Luncheon to help new members understand the benefits and operations of OLLI.
  - Help promote OLLI at the Open House by staffing a new member table and recruiting new members.
  - Encourage new members to get their photo taken by an OLLI photographer, either at an Open House meeting, or at designated “photo shoot” sessions. Photographs will be used in the bi-annual (even years) Member Directory, and for other OLLI publicity purposes.
  - Research how other OLLI programs successfully recruit and retain new members.

- **Mentor Team Leader (will be appointed by the New Member Liaison)**
  - Recruit and train existing OLLI members to help make new members feel welcome and “learn the ropes” about how to navigate OLLI-, OLLI satellite- and UNLV campuses and programs, and how to take advantage of the many benefits available to OLLI members.
  - Recruit a group of volunteers willing to mentor new members.
  - Provide mentor training and orientation to their assignments.
  - Identify first term members who would find it helpful to have a resource person with whom to discuss protocol issues, study groups, course evaluations, committee participation, campus and satellite campus tours, and off-campus events and activities.
  - Connect up “mentor” volunteers with “mentees” (first term members) who would like help in learning more about OLLI at UNLV.

Other positions as assigned by the committee chair, based on committee needs.

**Special Instructions:**
Nominations Committee Guidelines

Mission: To plan and supervise a procedure that encourages member participation in the nominating process, and to present a slate of candidates to the Elections Committee.

Committee Duties:

- Working with the OLLI President, plan due dates for nominations and election to the Board.
- Draw up a form soliciting nominations that informs the members of the process in a clear, concise manner; the form will list current Board members whose term has expired and who are eligible for re-nomination according to the By-laws.
- Tabulate the returns in a manner that ensures individual member votes are not identified.
- Develop a slate of candidates and submit the names to the Elections Chair, OLLI President, and OLLI Director.
- Maintain the forms, tally sheets, and slate of nominees for two months before destroying.

Committee Assignments:

- **Nominations Committee Chair** - The Chair may appoint committee members to needed roles, as appropriate.

Special Instructions:

- Actual numbers of nominations (received for each candidate) are not revealed to members.
- The OLLI President must approve the final form before printing and distribution.
- Nomination forms are NOT mailed to the membership.
- Nomination forms MAY be e-mailed to current members and also distributed in OLLI classrooms at the Paradise campus and at all satellite learning centers.
- Self-nominations are permitted and encouraged.
- A member who wishes to be nominated is encouraged to ask friends and classmates to submit his or her name as a Board nominee, and to “campaign” in various study groups.
- Each member’s return envelope is checked off on the current OLLI membership list. Duplicate returns, returns with no names, and returns with names who are not current members are set aside. They are kept, but they are not counted.
- Nominated members are selected from the highest number of nominations first, and then in descending order. Starting at the top of the list, potential candidates are contacted until double the number of Board openings agree to run for the Board. These become the Official Ballot choices.
- Those who did not qualify for the ballot are called, NOT to reveal the number of nominations received, but to encourage the member to try again in the future.
Publications and Communications Committee Guidelines

Mission: To compile and transmit written and online media to OLLI at UNLV constituents to facilitate communication and to increase member satisfaction.

Publication Committee Duties:

- Edit and publish periodic Excellerate newsletters.
- Assist in OLLI catalog preparation.
- Produce promotional flyers as requested by OLLI Administration, Board, or committees.
- Assist in the preparation of the OLLI at UNLV Journal.

Committee Assignments:

- **Publications and Communications Chair** - has overall responsibility for producing high quality and clearly written OLLI publications, in collaboration with the OLLI Director. The Committee Chair recruits and designates volunteers to perform each role defined below.

The Chair may appoint committee members to the following roles:

- **Excellerate Editor** - responsible for obtaining content, formatting, production and final edits of the Excellerate.
  - Request article content from Board Members, Committee Chairs, Administration, and OLLI members 6-8 weeks before publication date.
  - Follow up with regular contributors if articles not received by deadline date.
  - Determine the number of pages that will be needed to produce the newsletter.
  - Create the first draft of Excellerate, using previous issue(s) as a template.
  - E-mail edited & formatted drafts to article authors, President, and OLLI Director.
  - For 2nd and subsequent drafts, e-mail to Proofreaders, plus President and OLLI Director.
  - When Excellerate is nearly ready, final draft is e-mailed to entire Board and Committee Chairs for final proofreading and last-minute editing suggestions.
  - E-mail final PDF to OLLI Director, who approves the printing job order and submits the final PDF and job order to Reprographics.

- **Excellerate Proofreaders** – responsible for editing suggestions and comments on readability.
• **Catalog Editor** – responsible for drafting OLLI catalogs, using input from the Curriculum Chair and the OLLI Director. Final design and production will be done by UNLV Design Services and Reprographics. Final decision-making responsibility for catalog format and content is allocated to the OLLI Director.
  - Prepares draft of catalog from write-ups & bios prepared by Curriculum Chair, using primarily Microsoft Word (occasionally Adobe InDesign, as appropriate).
  - Each coordinator’s write-up is e-mailed back to coordinator, after initial editing, for their approval or suggested changes. Final wording decisions are made by the OLLI Director.
  - Early drafts go to Curriculum Chair, OLLI Director, and Catalog Proofreaders.
  - When catalog is nearing completion, drafts also go to Board Members and Committee Chairs.

• **Catalog Proofreaders** – responsible for editing suggestions and comments on readability.

• **Publications Designer** – responsible for using technical tools (currently Microsoft Word and/or Adobe InDesign and possibly Photoshop) to format and lay out attractive OLLI publications.
  - Modifies wording and formatting for clarity and accuracy, then sends drafts to Requestor, President, and OLLI Director.
  - Upon completion of final edits, a PDF is given to OLLI Administrative Assistant to make copies. If long or complex, this may be printed by Reprographics instead.

• **Membership Directory Designer** – compile and design the membership directory for member distribution. Work with OLLI Photographers to get new member photos taken, catalogued, and integrated with previous directory photos.

• **Photographers** – take “head shot” photos of new members (or existing members), attach the member name to each photo, obtain any required signatures from the member, allowing OLLI at UNLV to use their photos to be used in the upcoming “pictorial directory” and also for any other publicity purposes.

• **Requestor** – an OLLI Administration or Committee member who needs a one-time document prepared, most often to publicize a special event that OLLI is holding in the future.
  - Must specify (in writing) what message(s) they would like to convey.
  - Decides how many copies, and is responsible for distributing copies to designated locations.
  - Other positions as assigned by the committee chair, based on committee needs.

**Special Instructions:**

- Editors have the final decision about which suggestions will be implemented.
- If for external use, publications must use approved logos for UNLV and Osher.
- The OLLI Director and Ed. Outreach Marketing Director must approve all printing for external use and distribution.
- Satellite learning centers will receive copies of any OLLI at UNLV materials that are posted at the Paradise campus.
Communications Committee Duties:

- Use blast e-mails to keep the OLLI membership informed about course availability, special events, important dates, and volunteer opportunities.
- Keep the OLLI web site updated with current information that may be useful to current members, and will pique interest for “prospects” to consider joining OLLI.
- Use social media sites (such as Facebook) to provide timely information and pictures to OLLI members and “prospects.” A more detailed breakdown or roles and responsibilities will be done after the OLLI Director and the Communications Chair meet and agree on the goals and objectives for an OLLI at UNLV Facebook site.
- Maintain a telephone committee and phone tree “member calling list” (for members who do not use e-mail). The telephone committee is activated to make calls only at the request of the Board President.

Committee Assignments:

The Publications and Communications Chair may appoint committee members to the following roles:

- **Communications Facilitator** – has overall responsibility for deciding the type of information that will be provided to OLLI members on a timely basis, and for formatting that information for clarity, ease of understanding, and to encourage member action where appropriate.
  - Gathers information about course availability, special events, important dates, volunteer opportunities, and topics of member interest.
  - Formats e-mails to communicate information clearly and concisely. **OLLI News You Can Use** e-mails are typically sent about once a week when study groups are being held, but may be more or less frequent, depending on the amount and time sensitivity of the information to be communicated.
  - If any **OLLI News You Can Use** topics might be controversial, sends draft to President & OLLI Director, before sending out to membership.
  - Depending on the content of the e-mail, it is sent to either:
    - Current term members only, OR
    - Members during the last 12 months, OR
    - Members during the past 2-3 years, AND sometimes
    - May also be sent to “prospects” who have indicated an interest in OLLI membership
  - To accommodate 10% to 15% of membership without access to e-mails, provision is made for posting important information in Paradise classrooms and common areas, and delivering copies to satellite locations through volunteer coordinators or Satellite Liaisons.
• **Volunteer Web Site Facilitator** – responsible for proposing design improvements to the OLLI web site, to make relevant information easy to locate for current OLLI members, and to encourage future “prospects” to consider joining OLLI at UNLV. In collaboration with OLLI Director, responsible for keeping web site content refreshed and up-to-date over time.
  - Propose ideas to continuously improve the OLLI web site, to make it more complete and easier to use, for both current members and to attract prospective new members. Work with the OLLI Director and the Educational Outreach Webmaster to get the new functionality implemented.
  - Keep the web site information continuously updated with the latest available information, working with the Board of Directors, the various OLLI Committees, and OLLI Administration.
  - Format PDFs with such information as contact information for the Board of Directors, OLLI Committees, and OLLI administrative staff.
  - Format PDFs with latest course offerings for Paradise campus and satellite learning centers.
  - Keep an updated archive of Excellerate newsletters.
  - Maintain updated list of “Great Courses” available online via Web Campus.
  - Maintain an updated list of member benefits and services.
  - Provide latest pictures and video clips for posting on the OLLI web site.
  - Keep an updated archive of “latest news” from blast e-mails recently sent out.
  - Maintain a list of upcoming OLLI events, and how to sign up for each one.
  - Maintain lists of Interest Groups available to OLLI members, contact information for Interest Group leaders, and upcoming events for each Interest Group.

• **Facebook Facilitator** – responsible for designing OLLI at UNLV Facebook page, and updating its content (text and pictures) on a timely basis. More detail will be provided after the OLLI Director and the Communications Chair agree on goals and objectives for the OLLI Facebook page (after evaluating how other OLLIs manage their Facebook pages).

• **Phone Tree Facilitator** – responsible for recruiting volunteers to call participants (who do not have email addresses) listed on the phone tree. Calls will be made ONLY by specific request of the President, for urgent matters affecting OLLI at UNLV members.

• Other positions as assigned by the committee chair, based on committee needs.

**Special Instructions:**

- If any communication topics are potentially controversial or sensitive, the OLLI Director and the OLLI President should approve the copy in advance.
- The OLLI web site must comply with relevant UNLV online standards. All new or revised content must be submitted to the OLLI Director, who will work with the Educational Outreach Webmaster to implement.
- Satellite learning centers will receive copies of any OLLI at UNLV materials that are posted at the Paradise campus.
Publicity Committee Guidelines

**Mission:** To develop and implement a marketing plan, and to develop strategies to retain members, attract new members, and improve the visibility of OLLI at UNLV in the Southern Nevada community.

**Committee Duties:**

- Develop measurable goals and objectives for the publicity committee, with a designated timeline. This plan should be shared and approved by the OLLI at UNLV Board of Directors, as well as the OLLI Director.
- Recruit members through marketing, publicity, and such things as encouraging members to promote OLLI at UNLV to friends and acquaintances (the “Ambassador for OLLI” program).
- Develop and carry out plans to inform and gain support for OLLI at UNLV from the general and targeted public.
- Research how other OLLI organizations market their programs successfully, and share information with the OLLI at UNLV Board of Directors.
- Assist with development of marketing materials that may include: community newspaper articles, TV articles, articles within satellite publications, news releases, advertising programs, newsletters, OLLI at UNLV catalog.
- Organize the distribution of marketing materials to various community locations.
- Assist with publicizing satellite learning center locations.
- Develop and update list of places for marketing material and document the ideal number of copies desired for each location.
- Participate in occasional activities of other committees, when requested by the President or a Chair from another committee.
- Work collaboratively with members of the committee, the Board of Directors, and the OLLI Director.
- Seek out local opportunities for publicity through media outlets, community events, requests for information, etc.
- Actively research diverse media opportunities to promote OLLI at UNLV, and establish relationships with key personnel at each targeted media outlet.
- Design displays to use at publicity events.
Committee Assignments:

- **Publicity Committee Chair** –

  The Chair may appoint committee members to the following roles:

  - **OLLI Catalog Distribution Volunteers** – distribute catalogs to designated locations.
  
  - **OLLI Publicity Event Speakers Bureau** – attend various community functions to present the OLLI at UNLV lifelong learning program and its benefits. Maintain a recommended “script” highlighting important points to present to ensure continuity of discussed content. All speakers will be provided with an updated copy of the script, and will be encouraged to follow the script in their presentations. Personal stories that highlight benefits the speaker received are encouraged, so long as there is an attempt to cover most of the points in the recommended script.
  
  - **OLLI Publicity Representatives** – may represent OLLI at UNLV at community events, hand out brochures and talk about joining OLLI. Assist in the development of pleasing visual displays and possible gifts for distribution as appropriate. Maintain a recommended “script” highlighting important points to present to ensure continuity of discussed content.
  
  - Other positions as assigned by the committee chair, based on committee needs.

**Special instructions:**

- All publicity materials must be approved by the OLLI Director and the OLLI President.
- Explore other opportunities to share OLLI publications, presentations, and plans, to spread the word about OLLI programs for lifelong learning.
Strategic and Long-Range Planning Committee Guidelines

Mission: To ensure the sustainability of OLLI at UNLV by identifying needs and trends, acting as a visionary “think tank” and subsequently developing an ongoing strategic plan for consideration by OLLI at UNLV Board. The Strategic Planning Committee addresses membership satisfaction, future growth plans, and accessibility and stability of the organization.

Committee Duties:
- Identify and address current and future issues and opportunities, to assist in improving members’ satisfaction, enrollment, accessibility, and long-range financial stability.
- Develop an ongoing strategic plan to submit to the OLLI at UNLV Board for consideration that addresses goals for membership growth, membership satisfaction, accessibility and revenue.
- Monitor information gleaned from course evaluations, surveys and other pertinent information as it relates to OLLI at UNLV membership, and share with the Board.
- Identify long term financial needs and goals and implement strategies to achieve their success.
- Collaborate with the OLLI at UNLV Board members and all committee chairs to foster a high level of communication and a proactive exchange of ideas.

Committee Assignments:

- Strategic and Long-Range Planning Committee Chair -

The Chair may appoint committee members to the following roles:
- Member liaisons to survey members, OLLI web sites and other sources to identify issues and trends
- Satellite Liaisons to ensure representation and exchange of ideas on all OLLI at UNLV learning centers. Note that these Satellite Liaisons may also assist on the Curriculum Committee.
- Advancement Representative to work with UNLV Advancement Office (along with OLLI at UNLV Finance Officer, OLLI Director, and Fundraising Committee Chair).
- Other positions as assigned by the committee Chair, based on committee needs.
- Get feedback from coordinators who lead study groups at Satellite learning centers, to find out how the courses are being received and attended, and what other study groups they would like there.

Special Instructions:
- This committee needs collaboration and feedback from many other OLLI committees. Most OLLI committees are focused on current and near-term member needs, while the Strategic and Long-Range Planning Committee has a much longer time horizon of 2 to 5 years into the future.
Volunteers and Community Outreach Committee Guidelines

Mission: To recruit and provide sufficient volunteers to assist in the daily operations and special activities conducted by OLLI.

Committee Duties:

- Recruit volunteers as requested for community and internal OLLI events.
- Identify meaningful volunteer options for OLLI members and publicize those opportunities to the membership. Volunteer opportunities include internal and external activities (see Appendix 2).
- Encourage maximum participation of non-board members as volunteers to help create a pool of interested members for OLLI committees. Volunteerism is one method to prepare future candidates for such leadership positions as the Board of Directors.
- Research volunteer opportunities on main campus, satellite campuses, and in the community and provide OLLI members with this information.
- Provide orientation for new volunteers to the committee or activity of their choice, to assure that the experience is satisfying and meaningful, and fits with each individual’s skills and abilities.
- Provide ongoing support by the Committee Chair, or designee.
- Provide annual recognition of active volunteers by both OLLI Board and University Administration.
- Solicit member feedback regarding OLLI member volunteer experiences.
- Provide periodic written reports to the OLLI Board, outlining progress and identifying issues, so they may be addressed in a timely manner.

Committee Assignments:

- **Volunteer Committee Chair**

The Chair may appoint committee members to the following roles:

- **Office Assistants** – Assists in office area to greet, photocopy, catalog and organize educational materials, answer phones, maintain snack and coffee area, and other assigned duties.
- **Greeter** – Greet members and guests in the OLLI office. Assist with giving guest passes, parking passes, and name badges. Help to answer member/guest questions, and make visitors feel welcome.
- **Class Liaisons** – Upon request of the study group coordinator, individuals may be assigned to classrooms to assist in attendance, door monitoring, and other requested duties.
- **Special Projects** – Assist committee Chairs or event organizers to obtain volunteers for special activities as needed (such as Library and Campus tours, socials, community events, etc.).
- Other positions as assigned by the committee chair, based on committee needs.
Special Instructions:

- Individual chairs are responsible for recruiting their committee volunteers but may seek assistance from this committee for special activities such as Open House, tours, community activities, tours, etc. where additional volunteers would be beneficial.
Appendix 1
Proposal for “Mentoring” New OLLI Members

To Donna Newsom, Chair New Member Committee,
And to the OLLI Board and its “Committee on Committees”

Recognizing that OLLI has in place a New Member Committee, this proposal is offered as a means of extending that group effort on an individual basis. Structurally, this proposal for expansion of current services could result in a close, productive partnership with the New Member Committee, rather than in committees with overlapping purposes. The current Board/Staff involvement in role definition should be helpful in clarifying existing and new committee responsibilities.

The term “mentoring” usually refers to a one-to-one relationship between a young person and a seasoned guide. In this instance it refers to a new OLLI member who wants help in navigating the organization and its growing curriculum and range of activities. The relationship would be entirely voluntary. A self-identified group of Mentors would offer themselves as resource persons for new (first term) OLLI members who have questions regarding our organization, campuses, course offerings, or activities, or who would appreciate additional help in meeting Board Members, Staff, Coordinators and other OLLI members.

Mentoring activities might include:

- Preliminary recruitment of mentoring volunteers
- Identification of first-term OLLI members who would like to work with Mentors
- Matching of Mentors to Mentees (each Mentor would work with 1-4 or 5 Mentees - mostly on an individual basis)
- Exchange of contact information
- Optional tour of main campus/satellite campuses so new members can identify location of vital resources
- Discussion of protocol issues new members may have (seating in classrooms, esp. in large classes; payment for coffee, cookies, snacks; attire for specific activities, e.g. classes, luncheons, off-campus activities; protocol for use of microphone in classrooms; how to add/drop a class; course evaluations and their importance to Board, Assistant Director, Curriculum Chair; OLLI publications - purpose and online availability; participation in OLLI committees, Board Meetings, special events.
- Joint curriculum review to facilitate joining the right class(es) in the right place(s)
- Invitation to drive Mentees to and from off-campus events
Summary of Mentoring Proposal

Mentoring is a voluntary activity designed to help newcomers fit comfortably into an organization, and from an organizational standpoint, to increase member satisfaction and retention, long-term. Successful mentoring can be satisfying to both Mentor and Mentee. The relationship can provide the framework for meaningful participation, identify prospective committee members, future Coordinators, and future organizational leaders.

For seasoned OLLI members who see value in “growing” OLLI at UNLV, mentoring provides an opportunity for truly meaningful participation.

Please consider mentoring as an integral part of the New Member Committee and include it in the enhanced committee structure now in development by the Committee on Committees.

Respectfully submitted,

Cathy Lowe

Appendix 2

Proposal on “Outreach Activities” (Part of Volunteerism)

OUTREACH ACTIVITIES: COMMUNITY VOLUNTEERISM

This proposal, while acknowledging the significance of current outreach activities by OLLI members, proposes to bring those activities together under a single banner: Committee on Volunteerism. It seems particularly timely to submit this proposal now, while the Board is reviewing its current committee structure, for purposes of defining roles and preventing overlap.

The OLLI Board supports the substantial tutorial activities underway at the Paradise School (Activities Committee); the annual national “Make a Difference Day” (Fundraising Committee) and the ESL tutorial effort (New Member Committee). Additional opportunities which may be of interest to new and experienced OLLI members include, but are certainly not limited to:

- The CASA (Court-Appointed Special Advocate) Program, aimed at ensuring that child victims (Dependent Children of the Court) do not “fall through the cracks” in out-of-home placement, or in risky home environments. CASAS undertake one-to-one activities with their assigned child/children, and submit periodic reports to the court, independent of the supervising social worker or probation officer.

- Visitation to long-term care patients who are without family or other visitors. This may consist of reading aloud, playing cards or board games, or just listening. Such a program was offered on an experimental basis, pairing seniors with delinquent youth. It was highly successful for both!

- Project Hope, providing food, clothing, books and tutorial services to homeless children and youth. Tutorial services are typically offered at several middle school campuses on a daily basis, and each child is given food to take home on Friday, so 6 meals are assured over the weekend.
Two factors affect the timing for implementation of this proposal:

- Acquisition of insurance covering OLLI volunteers, and
- Board review and adoption of the role definition and committee alignment effort currently underway by the Board and Administrative staff.

The proposal is offered now in hopes it might be useful in avoiding mission creep and functional overlap among committees. It is likely that the impact of our outreach efforts would be even stronger, and new volunteers easier to recruit with the suggested coordination.

Steps might include:

- Consideration of this proposal by the “Committee on Committees”
- Consideration by the OLLI Board
- (If adopted) Designation of a Volunteerism Committee Chairperson, or Co-chairs
- Resolution of insurance issue for OLLI volunteers (TBA by Board President or Vice President)
- Announcement of need for volunteers at New Member Orientation
- Inclusion of current volunteer activities under a single banner
- Consideration of new opportunities for volunteerism by interested members
- Provision of training for all new volunteers to ensure that they are offered, and are prepared to undertake meaningful activities that fit with their individual skills and abilities
- Organization-specific orientation by community-based program administrators with whom OLLI volunteers will be working.
- Strong support by committee chair (and co-chair) to assure that the relationship is satisfying and meaningful to both parties.
- Annual recognition of volunteers by both OLLI Board and University Administrators.
- Consideration of a special event honoring local programs that have successfully utilized OLLI volunteers.
- Consideration of including individual recipients of OLLI volunteer services in such an event
- Provision of a written report to the OLLI Board, outlining progress and issues, so they can be addressed in a timely manner.

If this proposal is in sync with the recommendations of the Committee on Committees, please include it for consideration on the next appropriate Board Agenda. Thank you for your consideration.

Respectfully submitted,
Cathy Lowe