

OSHER LIFELONG LEARNING INSTITUTE AT SOUTHERN OREGON UNIVERSITY

POSITION DESCRIPTION COMMITTEE CHAIR

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 & 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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SUGGESTED DRAFT POSITION DESCRIPTION
COUNCIL DIRECTOR

Council Director responsibilities include, but are not limited to the following:

- Serve as an OLLI leader by promoting a culture of cohesiveness, candor, and transparency and adherence to the highest ethical standards.
- Assume a fiduciary responsibility for OLLI at SOU by staying objective, honest, and efficient in all decision-making and avoid placing the organization under unnecessary risk.
- Serve as an advocate for OLLI at SOU by supporting membership recruitment and fundraising activities of the organization.
- Participate in volunteer recruitment to fill future OLLI Council and committee leadership positions.
- Serve as an ambassador for OLLI at SOU, attending special meetings and events of the organization, engaging with OLLI members, and representing OLLI at external meetings and events as requested.
- Attend Council meetings and the membership Annual Meeting.
- Serve as a liaison and ex officio member to at least one standing committee as appointed with responsibility for:
 - Two-way communication between Council and standing committees.
 - Attending committee meetings as an ex officio member and active participant.
 - Making motions for committee business before Council and advocating for the committee in Council deliberations.
 - Collaborating with the committee chair to develop the committee's annual plan initiatives and budget request.
 - Collaborating with other liaisons on projects involving multiple committees.
- Serve on ad hoc committees as appointed.
- Serve as a member of other standing committees as desired or requested.

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SUGGESTED DRAFT POSITION DESCRIPTION PRESIDENT

The Council president, having served as vice-president the previous year, assumes office at the Council's first meeting of the new academic year in June and serves a one-year term. The president's responsibilities include, but are not limited to the following:

- Set the agendas and preside over the Council and Executive Committee meetings and the membership Annual Meeting and set the dates and venues for these meetings in consultation with the OLLI Administrative Director.
- Serve as an affiliate member of the SOU Foundation Board of Trustees, upon election to that body at its annual meeting, or appoint another officer of the Council to serve in that capacity.
- Appoint standing committee chairs annually and collaborate with the chairs to support the work of each committee and ensure that activities are in accordance with the committee charge.
- Appoint ad hoc committees as needed to carry out specific time-limited tasks and collaborate with the chair to support the work of the committee.
- Appoint subcommittees of the Council as needed to carry out the work of the Council and collaborate with the chair to support the work of the committee.
- Collaborate with the OLLI Administrative Director to ensure that organizational operations comply with the Bylaws, OLLI Policies & Procedures, and SOU, SOU Foundation, and Osher policies.
- Participate with the OLLI Administrative Director in discussions and program planning with potential outside organizational partners.
- Collaborate with the Vice President to initiate changes to the Bylaws and Policies & Procedures Handbook as needed.
- Collaborate with the OLLI Administrative Director to support staff activities and resolve organizational issues. Maintain open communication/cooperation with the Vice President for University Advancement and the Executive Director of the SOU Foundation.
- Prepare the President's Message for each issue of the course catalog and other pieces of communication as requested.
- Represent the organization at external meetings and events.
- Assist with the preparation of the annual report to the National Osher Foundation as requested by the OLLI Administrative Director.
- Serve on the Council's Finance and Development Committees.

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SUGGESTED DRAFT POSITION DESCRIPTION VICE PRESIDENT / PRESIDENT-ELECT

The Vice President / President-elect is elected by the Council for a one-year term. The Vice President becomes President at the end of the current president's term in June. The Vice President's responsibilities include, but are not limited to the following:

- Assist the President with meeting and program planning.
- Collaborate with the President to initiate changes to the Bylaws and Policies & Procedures Handbook as needed.
- Collaborate with the Secretary on the annual review and revision, as needed, of the OLLI Policies and Procedures Handbook.
- Lead the Council process to revise the Bylaws, when needed, in accordance with the process outlined in the Bylaws.
- Serve on the Strategic Planning Subcommittee. Once the plan is developed, coordinate Council approval of annual initiatives and report on the strategic plan initiative progress at monthly Council meetings.
- Collaborate with the Leadership Development and Recruitment Committee on the orientation of new Council directors and committee chairs at the beginning of each term or as needed in the event of a vacancy.
- Advise the Council on Roberts Rules of Order as they apply to Council meetings and other gatherings.
- Represent the organization at external meetings and events at the request of the President.
- Serve on the Leadership Development & Recruitment, Finance, and Executive Committees.
- Preside over the organization in the absence of the President.

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SUGGESTED DRAFT POSITION DESCRIPTION TREASURER

The Treasurer is elected by the Council for a one-year term and may serve up to three consecutive terms. The Treasurer's responsibilities include, but are not limited to the following:

- Report on financial matters to the OLLI at SOU Council and membership
 - Prepare and present a report at each Council meeting that summarizes revenue and expenses relative to the approved budget.
 - Confer with the OLLI Administrative Director and staff members to understand and validate financial transactions and ensure the accuracy of financial reports.
 - Maintain familiarity with the SOU and SOU Foundation financial reporting systems as they relate to OLLI.
 - Ensure that financial actions comply with OLLI Bylaws and Policies and Procedures.
 - Prepare and present an annual financial report to Members at the Annual Meeting.
- Lead preparation of a draft annual budget for Finance Committee consideration
 - Lead the preparation of budget versions for the next fiscal year, working with the OLLI Administrative Director, committee chairs, President, and Vice President to incorporate revenue and expense estimates.
- Serve as chair of the OLLI Finance Committee
 - Recruit and communicate with committee members and lead meetings as required throughout the fiscal year.
 - Work with committee members to analyze financial issues, budget trends, and multi-year financial projections and prepare presentations and updates for the OLLI Council and membership as needed.
 - Lead the committee's review of the draft annual budget, ensuring compliance with financial elements of OLLI Bylaws, Policies and Procedures, and prepare the final budget recommendation to Council for approval.
 - Lead the compilation of budget updates as needed during the fiscal year and communicate the committee's recommendations to Council.
- Review, prior to submission, any staff-prepared financial and membership data needed for reporting to the OLLI National Resource Center, SOU, or SOU Foundation.
- Serve on the Executive and Development Committees.
- Preside over the Council in the absence of the President and Vice President.

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SUGGESTED DRAFT POSITION DESCRIPTION
SECRETARY

The Secretary is elected by the Council for a one-year term and may serve up to three consecutive terms. The secretary's responsibilities include, but are not limited to the following:

- Take, transcribe, and prepare Council and Annual meeting minutes. Distribute draft meeting minutes for approval at the next scheduled meeting.
- Maintain copies of minutes and associated reports in designated archives and ensure that minutes are posted on the OLLI website.
- Ensure that accurate and complete records are maintained of Council director information and terms of office.
- Maintain records of Council meeting attendance and provide notification to the Council if any director is within one meeting of possible removal because of absence from three consecutive meetings.
- Ensure that notices of all meetings are provided in compliance with the Bylaws.
- Work with the Vice President on the annual review and revision, as needed, of the OLLI Policies and Procedures Handbook.
- Take notes at other meetings and activities at the request of the President.
- Serve on the Executive Committee.
- Preside over the organization in the absence of the President, Vice President, and Treasurer.