

OSHER LIFELONG LEARNING INSTITUTE AT SOUTHERN OREGON UNIVERSITY

CHARGE

COMMUNICATIONS AND COMMUNITY OUTREACH COMMITTEE

Purpose

To create awareness of OLLI at SOU and promote membership within its target age demographic and geographic market and provide external and internal communications about OLLI member benefits, courses, programs, and events.

Responsibilities

External Communication

- Create awareness of OLLI at SOU through advertising, public relations, programs, and events 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 promotional materials, including the course catalogs, brochures, flyers, posters, ads, print articles, and broadcast interviews.

Internal Communication

- Keep OLLI's community of members informed of OLLI courses and programs through the course catalogs, event posters, and notices.
- Provide relevant information to staff for publishing on the website, in the OLLI Newsflash, and on social media.
- Collaborate with other committees in their publicity and promotion to ensure that OLLI has consistent and coordinated messaging.

Community Outreach

- Plan and coordinate the logistics, working with other committees and volunteer teams, for the annual OLLI Open House which is designed to showcase the value and benefits of OLLI membership and provide an opportunity to collaborate with community partners.
- Plan, coordinate, and promote an annual public lecture series.
- Establish, recruit and maintain a speakers' bureau of current OLLI leaders and provide a PowerPoint template that can be customized.

Structure

Leadership: Chair or Co-Chairs

Team Leads – Media Relations & External Communications, Media Advertising, Catalog Editor, Open House, Lecture Series, Speakers' Bureau

Sub-committees: Open House, Community Lecture Series, Catalog Production, Printed Material Distribution

Optimum Committee – 8 to 10 members

Meeting Schedule

At least quarterly, at the call of the Chair

Approved 10/17/23

OSHER LIFELONG LEARNING INSTITUTE AT SOUTHERN OREGON UNIVERSITY

CHARGE CURRICULUM COMMITTEE

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 & 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 10/17/23

OSHER LIFELONG LEARNING INSTITUTE AT SOUTHERN OREGON UNIVERSITY

DRAFT CHARGE DEVELOPMENT COMMITTEE

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.

OSHER LIFELONG LEARNING INSTITUTE AT SOUTHERN OREGON UNIVERSITY

DRAFT CHARGE FINANCE COMMITTEE

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.

OSHER LIFELONG LEARNING INSTITUTE AT SOUTHERN OREGON UNIVERSITY

CHARGE

LEADERSHIP DEVELOPMENT & RECRUITMENT COMMITTEE

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.

OSHER LIFELONG LEARNING INSTITUTE AT SOUTHERN OREGON UNIVERSITY
CHARGE
MEMBER CONNECTIONS (formerly known as Member Services) COMMITTEE

Purpose

To meet the expectations of OLLI members for a variety of high-quality educational opportunities other than courses and opportunities to connect through social experiences.

Responsibilities

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

Recruit and support presenters and social experience hosts, review or assist as needed in the development of programs, and prepare all programs and social experiences 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 social experiences each term that are within OLLI's targets for number of programs and experiences, delivery platforms, and geographic locations.
- Evaluate program 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.
- Evaluate social experience proposals for adequate organization of the event and ability of a host to provide management or oversight as well as appropriateness 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 social experience descriptions for alignment with the actual proposed experience and for clarity and conformity to publication standards.
- Finalize the program and social experience descriptions and associated registration information for publication.
- Provide information on how to offer Member Connections programs or social experiences at OLLI gatherings, such as the Open House and New Member social as well as on the website.

Support program presenters and social experience 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 and social experiences 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 02/20/24

OSHER LIFELONG LEARNING INSTITUTE AT SOUTHERN OREGON UNIVERSITY

DRAFT CHARGE

VENUE & TECHNOLOGY PLANNING COMMITTEE

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.
- 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.