

Committee Charge for 2019-2020

COMMUNICATIONS AND COMMUNITY OUTREACH COMMITTEE

Mission:

The Communications and Community Outreach (CCO) Committee is responsible for disseminating information between OLLI and the greater community and within the OLLI membership.

Responsibilities:

1. The CCO committee creates awareness of OLLI at SOU through advertising, public relations, a lecture series, the OLLI Ambassador Corps and other programs such as a Vital Issues Forum or annual Open House that bring attention to the benefits of lifelong learning. The committee oversees the development of brochures, the course catalog, flyers, posters, ads and newspaper articles, as well as posting notices describing OLLI classes, lectures and forums on online bulletin boards.
2. The CCO committee keeps OLLI's community of members informed of OLLI courses and programs through the Fall, Winter and Spring course catalogs, event posters and notices and provides relevant information to the Program Manager for inclusion on the website and to the Volunteer Coordinator for dissemination via the OLLI Newsflash and OLLI Facebook page.
3. Planning and coordination of the annual OLLI Open House is a major community outreach effort managed by the CCO committee. Traditionally held in late July, this event is designed to showcase the upcoming OLLI academic year and provide an opportunity to collaborate with community partners who support lifelong learning. The Open House is targeted at current and prospective new members as well as the community at large.
4. The CCO Chair is responsible for ensuring that there is an annual public lecture series and directs its planning, scheduling and coordination. Two lectures are held each term that provide topics of current interest for members and prospective members. Beginning in September 2017, these events are only held in Medford at the SOU/RCC Higher Education Center

5. In the development of the lecture program, the CCO committee shall be guided by the following principles:

(a) All presentations should be solid educational experiences presented by individuals with appropriate credentials to educate on the topic;

(b) The lectures shall provide interesting, timely and informative presentations;

(c) The speaker shall not use the lecture for the personal promotion of the speaker's book, business or profession;

(d) The title and description of the lecture shall accurately describe the topic and general point of view of the speaker;

(e) Lectures that present one side of an issue of public debate or one that might appear as a ballot measure may be presented under certain conditions that the Committee shall determine, in their sole discretion.

However, the SOU Academic Freedom and Political Activities policy states that OLLI will abide by the intent and purposes of Oregon Administrative Rules, in particular, Academic Freedom, for the Oregon University System (590-22-0005).

(f) The committee may decide that both sides of a contested issue should be presented. The speaker shall be notified that a forum presentation is more appropriate for the topic chosen and that an alternative point of view must also be presented.

(g) The promotion of all lectures shall contain the following: *"All points of view may not be presented in this talk and the view expressed are not necessarily those of OLLI or SOU."*

Structure

- **Leadership:** CCO Chair
- **Committee Specialists** – Lead: Ambassador Corps; Lecture Support, Media Relations & External Communications, Media Advertising
- **Sub-committee:** Lecture Support and Ambassador Teams
- **Meeting Schedule:** At the call of the Chair
- **Optimum Committee** – 8 to 10 members

Committee Charge 2019-2020

CURRICULUM COMMITTEE

Mission: To meet the expectations of OLLI members for a wide variety of high-quality learning experiences by recruiting and supporting instructors and processing course proposals in preparing accurate course descriptions for the catalog.

Responsibilities:

1. Recruit instructors and develop curriculum

- a. Identify possible new courses and new instructors, particularly in areas of high OLLI member interest, and meet with them to provide assistance in CP process as necessary.
- b. Encourage new and veteran instructors from within OLLI membership, from SOU and from the community at large to teach at OLLI
- c. Evaluate and edit, as necessary, course proposals 1.) for their alignment between catalog descriptions and actual classroom experiences and 2.) evidence of the instructor's knowledge and organization of the material, and to prepare a megafile of courses for the catalog.

2. Support instructors

- a. Offer regular workshops on teaching at OLLI
- b. Provide mentors and orientation for instructors new to OLLI
- c. Coordinate I.T. training for all instructors, as needed.
- d. Survey instructors each term with an online feedback form.

3. Maintain quality of curriculum and member satisfaction with courses

- a. Review member comments relating to courses and instructors obtained from surveys and other means and implement changes as necessary.
- b. Collect member feedback from courses taught by new to OLLI instructors and returning instructors and share feedback with instructors.
- c. Identify courses in trouble through member feedback, class attendance and CC liaison observation and work with instructors to improve their pedagogy.
- d. Provide information on courses and teaching at OLLI gatherings, such as the Open House and Member Orientation.

Structure:

1. Leadership: Co-chairs (Administration/Course Proposals), Vice-chair, ad hoc project leads.
2. Membership: Catalog category liaisons, cp editor, IT training coordinator, Instruction Support leads.
3. Meeting schedule: Monthly meetings plus ad hoc meetings and/or email discussions .

Committee Charge for 2021-2022

DEVELOPMENT COMMITTEE

Mission:

The OLLI at SOU Development Committee is responsible for raising private funds to support OLLI's capacity to fulfill its mission. It does so through annual giving, legacy/planned giving, foundation and corporate grants, and capital (facility) campaigns, seeking to fulfill the annual or multi-year goals set for each function by the OLLI Council.

Responsibilities:

The Development Committee plans and implements communications, activities and events that (1) expand interest in giving to OLLI, (2) provide avenues for donating, and (3) express meaningful appreciation to and engagement of donors. Specifically, its work includes:

1. Educate OLLI membership about the reasons and opportunities to invest in OLLI through personal donations.
2. Search for potential foundations, businesses, and corporations with giving programs that align with OLLI's mission and seek means for OLLI to create and sustain relationships with them.
3. Advise OLLI President and Council on a Goal for each Annual Giving Campaign and conduct the program to reach or exceed the official goal.
4. Increase and encourage member participation in the Legacy Fund (planned giving).
5. Advise OLLI President and Council on fund development policy to accomplish OLLI's long-term fundraising goals, working through the Council Liaison to the committee.
6. Assure compliance with the policies of SOU and SOUF, and foster cooperative working relationships with OLLI staff, SOU, and the SOUF. Seek periodic advice and guidance from SOUF staff.
7. Collaborate with chairs of other OLLI committees that support/influence the capacity of OLLI's development program, such as Communications and Community Outreach in marketing and public relations, Member Services in social contacts and events that indirectly cultivate a culture of giving, Curriculum for interesting speakers for donor stewardship events.
8. Collaborate with leaders of Ad hoc events and special projects that influence OLLI's development program, especially those that raise funds for OLLI (dedicated, annual fund, or capital project).
9. Development chairperson and special project leader sharing responsibility to ensure that each activity/event is consistent with the development plan and policy, benefits from the committee's expertise, has considered OLLI staff capacity/impact, and has prior Council approval.

Structure:

- a. Leadership: Development Committee with Chair or Co-Chairs and Project Leads for events and campaigns. The Chair provides a report to Council in advance of Council meetings, at request of President.
- b. Meetings: The Committee meets at least once per academic term; and it meets in the summer to evaluate itself, review OLLI's strategic and annual plan, develop its proposal to Council on development goal/s for the next academic year, and plan its actions to achieve fund raising goals.
- c. The Council's Liaison to development joins at least some of the committee meetings and works to support the leadership of the committee.

Date Approved by Council: 9/28/21

Committee Charge 2019-2020

FINANCE COMMITTEE

Mission:

The role of the Finance Committee is to provide financial guidance and oversight for the organization. Activities include creating and updating annual budgets and monthly financial reports for Council and the membership, and monitoring of financial policies and activities.

Responsibilities:

1. Review, consolidation and finalization of annual budgets.
 - a) The annual budget will clearly specify the numbers of members required to achieve membership income, net of all income adjustments for scholarships, complimentary memberships and instructor credits.
 - b) Any budgeted expenses higher than the known cost/price increase will be “explained” by need/intent and defined in the Annual Plan.
 - c) The annual budget will be solvent (revenue greater than expense) and will include at the start of the fiscal year, a minimum contingency of 1% of total expenses, to be allocated as needed during the year.
- 2) Monitor adherence to the budget and makes revisions with guidance from the Treasurer. Recommends to Council the utilization of the 35% Fund Reserve, if needed.
- 3) Set long-range financial goals along with funding strategies to achieve them.
- 4) Develop multi-year operating budgets and financial programs as needed that integrate strategic plan initiatives.
- 5) Assist the Treasurer with creation of the year’s financial review for the Annual Membership meeting.

Deliverables: Annual Budgets

Committee budgets with annual plan initiatives created by Committees and submitted by the Council Liaison to the Treasurer (chair for the Finance Committee).

Budgets for office related expenses (duplicating, postage, supplies, hospitality/IT&AV/SOU Facilities Support/Student Tech Support/Staff Training & Travel/Venue Rent) will be submitted to the Treasurer by the Program Manager.

SOU provides financial accounting and reporting systems for OLLI's operations.

OLLI's office staff receives SOU reports and prepares the monthly Council budget report.

SOU Foundation holds Osher endowment funds for investment and fund distribution to OLLI.

Structure:

Leadership: Chaired by the Treasurer; other members include two or more Council members, a former Council member, Fundraising Chair, and the SOU Executive Director for Outreach and Engagement.

Subcommittees: None

Meeting Schedule: May for creation of budget for coming year, and as needed for current year budget adjustments.

Committee Charge 2019-2020

FUTURE SPACE NEEDS COMMITTEE

Note: committee name changed to Venue and Technology Planning [11/17/20]

Mission:

Understand the current and anticipate the future classroom, technology, social, and parking needs of the organization.

Responsibilities:

1. Report each term current space utilization (time slots, sessions, seats) to the Council.
2. Identify unmet needs as reported by leadership, the Program Manager and members.
3. Forecast future needs in collaboration with the Strategic and Annual Plan process.
4. Evaluate new venues identified by the Program Manager.
5. Submit recommendations, as defined in the Mission, to the Council.

Structure:

1. Leadership: Chair or Co-Chairs
2. Committee Membership: at the discretion of the Chair(s). Approved by the Council President.
3. Meeting Schedule: at the call of the Chair(s)

Committee Charge for 2019-2020
LANDSCAPE COMMITTEE

Mission: To maintain the Campbell Center courtyard garden beds and the landscaping at the entrances to the courtyard.

Responsibilities:

1. Regular weeding, deadheading, raking and bagging debris.
2. Occasional special projects, involving planting, pruning or spreading soil amendments.

Structure:

- a. Chair and volunteers assigned to various tasks
- b. Schedule: volunteers work in two-hour work sessions on a regular rotation, at the call of the chair. Note: volunteers must be able to handle common hand garden tools and be physically able to perform tasks listed above.

Committee Charge for 2019-2020

Leadership Development and Recruitment Committee

Mission: The Leadership Development and Recruitment Committee (LDR) is responsible for identifying and recruiting committed volunteers to assume leadership roles in OLLI, including serving as committee chairs, leads on special projects and Council members. The committee was formed in response to OLLI 2020 Strategic Plan initiative #9.7 which addresses the implementation of a systematic and ongoing OLLI leadership recruitment, development, and training process.

Responsibilities:

1. Develop a leadership recruitment process that identifies members who are interested in learning about or committed to pursuing OLLI leadership positions. Members can self-identify or be recommended for leadership positions by Council members, committee chairs, the program manager or volunteer coordinator.
 - a. Coordinate with Member Services Committee's "Inside OLLI" programs
2. Encourage a culture in which all current leaders see themselves as leadership recruiters.

Development:

3. Develop and implement a mentor program targeted at those members seeking leadership experience and/or a leadership cadre for those more experienced leaders who require more knowledge about the OLLI organization.
4. Develop a process and timeline for replacing and mentoring committee chairs in order to provide for effective transitions.
5. Review and oversee the annual Council candidate nomination and selection process (February-May).

Training:

6. Provide ongoing opportunities for training for current and prospective leaders in leadership skills in such areas as OLLI governance, parliamentary procedures, organizational structure, financial management, and planning/reporting.
7. Plan and conduct annually the Leadership Orientation program for new council and committee chairs (June).

Structure:

Chair - provides oversight to the program design/development and reporting
Vice-Chair – provides oversight to sub-committee on Council candidates
Committee Members – experienced OLLI volunteers including one past OLLI president and one past committee chair.

Meeting schedule: at the call of the Chair.

Annual budget: TBD

Committee Charge 2020-2021

MEDFORD CAMPUS COMMITTEE:

Mission:

The Medford OLLI committee (MOLLI) works to insure the continued growth, success, and sustainability of the OLLI Medford campus primarily by focusing on the members and populations living in the Greater Medford Area (GMA).

Responsibilities:

- Increase the number of courses offered in Medford to meet the needs of the growing number of GMA members who prefer to take classes in Medford by sourcing and recruiting new-to-OLLI instructors to teach at Higher Education Center (HEC), and reaching out to current instructors and members to teach new or repeat courses. Develop annual goals and coordinate recruiting efforts with the Curriculum Committee liaisons.
- Promote the OLLI Medford campus in the GMA by supporting the Communication and Community Outreach committee's work, as needed. Activities may include participating in area wide community events, i.e., Medford Open Streets, Medford Senior Fair, OLLI Open House, etc.
- Identify improvements needed at HEC and take actions to address, e.g., complete a feasibility study to purchase a portable sound system for use by HEC instructors needing to amplify their voices.
- Promote and implement new ideas to enhance the members' experience and engagement when attending classes at HEC, e.g., Conversation Connections and the Greeter Program.
- Conduct an annual satisfaction survey, in late November, of those members who take classes at HEC to assess improvements needed and develop action plans. Involves coordination with Communication and Outreach (CO) and Member Services (MS) committees.
- Track and report Medford/HEC metrics and identify targets to measure progress and/or actions needed. Data collected and analyzed includes but is not limited to: Medford/HEC number and per cent of members living north of Talent; the number and percent of courses, sessions, seats offered and enrolled; new HEC instructors; number of courses waitlisted.

Structure:

Leadership: Chair and committee members made up of members who have a vested interest in the Medford Campus.

Meetings: Monthly with ongoing discussion and reporting via email between meetings.

Chair's duties:

- Sets meeting dates and agendas with consideration of committee member suggestions.
- Writes and distributes meeting minutes.
- Tracks and reports metrics.
- Communicates with other committees and council liaison.

April 15, 2020

Committee Charge for 2019-2020

MEMBER SERVICES COMMITTEE

Mission:

The Member Service Committee (MSC) engages and energizes members through a variety of membership events, activities and volunteering opportunities while helping to build a vibrant community.

Responsibilities:

Encourage a participatory culture among OLLI members through these functions:

1. Plan and implement OLLI social and cultural events
2. Facilitate the creation of shared interest groups
3. Facilitate hospitality services for OLLI events
4. Greet members at the OLLI offices and OLLI functions
5. Assist with office tasks
6. Plan and provide Member Orientation sessions 2-3 times a year
7. Provides assistance to members with registration and course selection
8. Create and implement a Member Appreciation Program
9. Develop and maintain a Member Memorial program
10. Recommend benefits or services that will better meet the needs of members
11. Oversee and organize the Classroom Hosts
12. Help develop and review member satisfaction surveys

Structure:

Chair coordinates with the OLLI Volunteer Coordinator and sub-committee leads as needed.

The sub-committees include:

Office Volunteers	Host Coordinators
Shared Interest Groups	Member Recognition
Member Satisfaction	New Member Orientation
Member Memorials	Social Team

Meeting Schedule: at the call of the Chair