

**OSHER LIFELONG LEARNING INSTITUTE AT SOUTHERN OREGON UNIVERSITY**  
**COUNCIL POSITION DESCRIPTION**  
**PRESIDENT**  
**(updated as of 11.19.20)**

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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:

- Sets agenda and presides over monthly meetings of the Council.
- Oversees organizational operations to comply with By-Laws, Council Policies & Procedures, SOU administrative regulations, etc.
- Works with the Council VP to initiate changes to By-Laws, Council Policies & Procedures, etc., as needed.
- Oversees and supports activities of the standing committees and appoints committee chairs.
- Assigns special tasks to Council members, as appropriate.
- Works with the OLLI Assistant Director to oversee office activities, directs special events, and helps resolve organizational issues.
- Maintains open communication/cooperation with the Director of Outreach and Engagement and the SOU Foundation.
- Presides over the organization's Annual Meeting, training sessions, special meetings, and social events as appropriate.
- Prepares the President's Message for each issue of the course catalog, as well as periodic letters distributed to members.
- Represents the organization at external meetings and events.
- Assists with the preparation of the Annual Report to the national Osher Foundation for submittal by the Director of Outreach and Engagement.
- Serve as OLLI's representative to the SOU Foundation or delegates this responsibility to another Council member.
- Approves formal community partner agreements.
- Serves on the Council's Finance Committee.

**OSHER LIFELONG LEARNING INSTITUTE AT SOUTHERN OREGON UNIVERSITY  
COUNCIL POSITION DESCRIPTION  
VICE PRESIDENT**

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The Vice President 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:

- Presides over the organization in the absence of the President.
- Serves on the Strategic Plan taskforce; once the Plan is developed coordinates and reports on the Strategic Plan progress at the monthly Council meeting.
- Oversees the annual leadership recruitment, development and training action plan.
- Prepares concurred with changes to the By-Laws and Council Policies & Procedures and presents to the Council or membership for approval, as appropriate.
- Represents the organization at external meetings and events at the request of the President.
- Acts as Parliamentarian by advising the Council on Roberts Rules of Order as they apply to Council meetings and other gatherings.
- Manages development of new community partnerships and performs annual reviews of existing partnerships for Council approval.
- Prepares articles for the course catalog, as needed.

**OSHER LIFELONG LEARNING INSTITUTE AT SOUTHERN OREGON UNIVERSITY  
COUNCIL POSITION DESCRIPTION  
TREASURER**

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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:

- Ensures that accurate financial records of the organization are maintained and reported monthly to the Council.
- Understands the SOU and SOUF reporting systems as they relate to OLLI.
- Serves as Chair of the Council's Finance Committee.
- Recommends to the Council President and members of the Council's Finance Committee; calls meetings as required.
- Prepares the annual budget working with the Council's Finance Committee, Director of Outreach and Engagement, OLLI Assistant Director, and Committee Chairs/Council Liaisons.
- Updates financial projections monthly as needed. Notifies Council Liaisons, Committee Chairs and the OLLI Assistant Director of changes to budgets based on captured savings or known risks. Present to the Council budget revisions as approved by the Finance Committee.
- Prepares monthly Treasurer's report to OLLI Council.
- Provides assistance to the OLLI office personnel with regard to financial operations and financial processes.
- Prepares and presents a year-end report and future year budget to the membership at the Annual Meeting.
- Presides over the Council in the absence of the President and Vice President.
- Provides any data needed for reporting to the Osher Foundation or the SOU Foundation.

**OSHER LIFELONG LEARNING INSTITUTE AT SOUTHERN OREGON UNIVERSITY  
COUNCIL POSITION DESCRIPTION  
SECRETARY**

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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:

- Takes, transcribes, and prepares monthly Council meeting minutes. Distributes draft meeting minutes for approval at the next scheduled Council meeting.
- Responsible for the annual review and revision, as needed, of the OLLI Policies and Procedures.
- At the request of the President, takes notes at other meetings (e.g., Annual Meeting) and activities where official OLLI business is conducted.
- Maintains copies of Council minutes and associated reports in designated archives.
- Presides over the organization in the absence of the President, Vice President and Treasurer.

# OSHER LIFELONG LEARNING INSTITUTE AT SOUTHERN OREGON UNIVERSITY

## COUNCIL POSITION DESCRIPTION

### MEMBER

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The following describes the responsibilities and makeup of the OLLI Council:

- The Council controls and directs the affairs of OLLI at SOU and determines its policies & procedures, in accordance with the policies of Southern Oregon University and rules of the Oregon University System.
- The Council is composed of nine elected OLLI members, each serving three-year terms.
- Four members, elected by the Council, serve as officers for one-year terms (i.e., President, Vice President, Treasurer, and Secretary).
- The Council meets monthly (except in December or by motion from the President) to review and make decisions on ongoing projects, issues and plans. Council members generally guide the organization in its evolution.
- Individual Council members may have additional duties, such as:
  - Act as liaison to standing committees.
  - Serve as a representative to other University entities (e.g., SOU Foundation).
  - Serve as a representative to community partners.
  - Leads and/or serves on ad-hoc committees, dealing with specific projects.
  - Attends special meetings and events of the organization.
  - Represents OLLI at external meetings and events.
  - Leads fund development plans and activities.
  - Prepare articles for the course catalog.