



## **OLLI Volunteer Job Descriptions**

*All terms run from May of one year to April of the next.*

**The OLLI Executive Committee is comprised of 11 members:**

### **1. President:**

The President of the Institute shall prepare an agenda for and preside at all meetings, serve as the official spokesperson for the Institute, and attend meetings of the Fundraising Committee. In addition, the President is responsible for writing a letter for the four seasonal brochures during his/her term, greeting members at classes and open houses, giving a welcome address at the spring and fall kick-off luncheons, and participating in new member orientations at the winter, fall, and spring class sessions.

### **2. Vice President:**

The Vice President shall serve as president-elect and volunteer recruiter/coordinator and shall preside at meetings when the president is unable to be present. In addition, the Vice President is responsible for giving public presentations when the President is unable to attend, greeting members at classes and open houses, speaking in some capacity (welcome/close/speaker introduction) at the spring and fall kick-off luncheons, and participating in new member orientations at the winter, fall, and spring class sessions.

### **3. Secretary:**

The Secretary shall record proceedings for all Executive Committee meetings and membership meetings. (Note: membership meetings are class days during which members vote for new officers or for changes in the constitution, and staff assists with the recording of those proceedings). In addition, the Secretary may be asked to give public presentations when the President is unable to attend, assist staff at classes and open houses, speak in some capacity (welcome/close/speaker

introduction) at the spring and fall kick-off luncheons, and participate in new member orientations at the winter, fall, and spring class sessions.

#### **4. Treasurer:**

The Treasurer, working in cooperation with the Bradley University Liaison, shall insure all funds received from members are recorded, monitor expenditures, and report regularly at meetings of the Institute. The Treasurer shall review the financial records of the Institute that are to be reviewed by the Executive Committee. In addition, the Treasurer may be asked to give public presentations when the President is unable to attend, handle lunch sales on class days, assist staff at open houses, speak in some capacity (welcome/close/speaker introduction) at the spring and fall kick-off luncheons, and participate in new member orientations at the winter, fall, and spring class sessions.

#### **5. Past President:**

The immediate Past President shall continue as a voting member of the Executive Committee and shall serve as a liaison to other Institutes; the Past President is also responsible for choosing speakers for the spring and fall kick-off luncheons and for recommending locations for the May and December Executive Committee luncheons. In addition, the Past President is asked to serve on the OLLI Fundraising Committee, to give public presentations when the President is unable to attend, to assist staff at classes and open houses, to speak in some capacity (welcome/close/speaker introduction) at the spring and fall kick-off luncheons, and to participate in new member orientations at the winter, fall, and spring class sessions.

#### **6. Curriculum (Spring and Fall) Committee Chair:**

The Curriculum Committee Chair is appointed by and reports to the Executive Committee. The Curriculum Committee Chair attends all Executive Committee meetings; assumes or delegates the recruitment and selection of classes and instructors for the fall and spring sessions; and working with the Curriculum Committee, develops a balanced curriculum in conjunction with the Bradley University Liaison. In addition, the Chair may be asked to give public presentations when the President is unable to attend, assist staff at open houses, speak in some capacity (welcome/close/speaker introduction) at the spring and fall kick-off luncheons, and participate in new member orientations at the winter, fall, and spring class sessions.

#### **7. Curriculum (Winter) Committee Chair:**

The Winter Curriculum Committee Chair is appointed by and reports to the Executive Committee. The Winter Curriculum Committee Chair attends all Executive

Committee meetings; assumes or delegates the recruitment and selection of classes and instructors for the winter sessions; and working with the Curriculum Committee, develops a balanced curriculum in conjunction with the Bradley University Liaison. In addition, the Chair may be asked to give public presentations when the President is unable to attend, assist staff at open houses, speak in some capacity (welcome/close/speaker introduction) at the spring and fall kick-off luncheons, and participate in new member orientations at the winter, fall, and spring class sessions.

#### **8. Learning Trip Committee Chair:**

The Learning Trip Chair is appointed by and reports to the Executive Committee. The Learning Trip Chair attends all Executive Committee meetings; encourages input and active participation from OLLI members in the selection of learning trips; ensures that learning trips showcase unique learning experiences and working with the Learning Trip Committee develops a balanced selection of trips for all four seasons in conjunction with the Bradley University Liaison. In addition, the Chair may be asked to give public presentations when the President is unable to attend, assist staff at open houses, speak in some capacity (welcome/close/speaker introduction) at the spring and fall kick-off luncheons, and participate in new member orientations at the winter, fall, and spring class sessions.

#### **9. Membership Development Chair:**

The Membership Development Chair is appointed by and reports to the Executive Committee. The Membership Development Chair attends all Executive Committee meetings; encourages input and active participation from OLLI members in the membership development and outreach activities; and, in conjunction with the Bradley University liaison, assumes the responsibility for developing and enacting plans for the recruitment, orientation, and retention of OLLI members. In addition, the Chair may be asked to give public presentations when the President is unable to attend, assist staff at open houses, speak in some capacity (welcome/close/speaker introduction) at the spring and fall kick-off luncheons, and participate in new member orientations at the winter, fall, and spring class sessions.

#### **10. Strategic Planning Chair:**

The Strategic Planning Chair is appointed by the OLLI Director, with approval from the Executive Committee. The Strategic Planning Chair attends all Executive Committee meetings and, in conjunction with the OLLI Director, assumes the responsibility for integrating strategic planning into the management of the OLLI program. This includes ensuring a clear, consistent, and prioritized work plan exists to implement initiatives identified by strategic planning, ensuring that the strategic plan is refreshed annually, and providing oversight and progress reports. The intent of this position is to provide guidance until the position is no longer needed. In addition, the Chair may be asked to give public presentations when the President is

unable to attend, assist staff at open houses, speak in some capacity (welcome/close/speaker introduction) at the spring and fall kick-off luncheons, and participate in new member orientations at the winter, fall, and spring class sessions.

#### **11. Study Group Committee Chair:**

The Study Group Committee Chair is appointed by and reports to the Executive Committee. The Study Group Chair attends all Executive Committee meetings; assumes or delegates the recruitment and selection of study groups and facilitators for the fall, winter, spring, and summer sessions; and working with the Study Group Committee develops a balanced selection of study groups in conjunction with the Bradley University Liaison. In addition, the Chair may be asked to give public presentations when the President is unable to attend, assist staff at open houses, speak in some capacity (welcome/close/speaker introduction) at the spring and fall kick-off luncheons, and participate in new member orientations at the winter, fall, and spring class sessions.

#### **Additional Volunteer Positions:**

##### **Fundraising Chair:**

The Fundraising Committee Chair position is automatically assumed by the current past president, who also serves as the liaison to the Executive Committee. The Fundraising Committee is comprised of the Chair, the last three past presidents, and other volunteers, including the current president. The chair and committee, working in conjunction with Bradley University Development and Continuing Education liaisons, plans fundraising activities for OLLI to meet fundraising goals as set by the Executive Committee.

##### **Luncheon Coordinator:**

The Luncheon Coordinator is selected and appointed by the Vice President. The Luncheon Coordinator in conjunction with the Bradley University Liaison selects the menu for the fall and spring session kick-off luncheons. The Luncheon Coordinator assumes or delegates the responsibility for centerpieces on the luncheon tables.

##### **Parking Coordinator:**

The Parking Coordinator is selected and appointed by the Vice President. The Parking Coordinator facilitates off-campus parking of the spring and fall sessions of OLLI classes by distributing signs, directing parking, facilitating the loading of buses, and reporting any parking concerns to the Bradley University Liaison.

**Class Hosts Coordinator:**

The Class Hosts Coordinator is selected and appointed by the Vice President. Approximately one month prior to the start of classes, the Hosts Coordinator working in conjunction with the Bradley University Liaison obtains current lists of registrants for each class. The Hosts Coordinator contacts class members to secure one member to serve as the Class Host.

**Class Host:**

The Class Host is selected and appointed by the Hosts Coordinator. The Class Host should have attended at least one previous OLLI session. The Class Host coordinates the OLLI classroom by introduction of the class instructor(s), distribution of hand outs, and general assistance to the instructor, distribution and collection of class evaluations, distribution of thank-you notes, gifts and or gift certificates, and reporting any class concerns to the Bradley University Liaison.

**Study Group Hosts Coordinator:**

The Study Groups Hosts Coordinator is selected and appointed by the Vice President. Approximately one month prior to the start of the season, the Study Group Hosts Coordinator working in conjunction with the Bradley University Liaison obtains current lists of registrants for each group. The Study Group Hosts Coordinator contacts class members to secure one member to serve as the Group Host.

**Study Group Host:**

The Study Group Host is selected and appointed by the Study Group Hosts Coordinator. The Group Host should have attended at least one previous OLLI session. The Group Host coordinates the session by introduction of the facilitator(s), distribution of hand outs, and general assistance to the facilitator, distribution and collection of evaluations, distribution of thank-you notes, gifts and or gift certificates, and reporting any concerns to the Bradley University Liaison.

**Art Exhibit Coordinator:**

The Art Exhibit Coordinator is selected and appointed by the Vice President, and is responsible for scheduling four artists to exhibit during each week of Spring and Fall classes.

Approximately four months before the start of classes, the Continuing Education staff will provide a list of potential artists. That list will consist of ideas submitted throughout the year by members and volunteers. The Art Exhibit Coordinator will then review the list, determine a "good mix" of potential artists and invite four of them -- one per class day -- to display their work. Phone calls to the artists may be made from the Continuing Education office. The artists will be sent a confirmation letter from Continuing Education along with an information sheet provided by the Art Exhibit Coordinator. The information sheet should include details of setting up and taking down the exhibit and --

for the members' handouts -- each artist should be asked to furnish biographical data and a list of works he/she will be showing.

The Art Exhibit Coordinator will organize the setting up and taking down of the show in conjunction with Continuing Education. The Art Exhibit Coordinator or a designated assistant will serve as host to the artists on class days.

*Please note: All coordinators are free to assemble their own committees and/or recruit friends in order to accomplish the duties described above.*