

## **OLLI POLICIES AND PROCEDURES**

### **12/19/17**

#### **OLLI Membership**

##### Eligibility

1. Study Group Leaders (SGLs) are exempt from membership fees for the term they are teaching. If they choose not to take any course the term they are teaching, the exemption is extended to the following term.
2. A computer program makes membership registration assignments at random.

##### Membership Meetings

1. Included in the notice of the April or May annual membership meeting shall be an agenda listing any topics for discussion.
2. Any change in policy recommended by the members at an annual membership meeting must either be discussed at the next Board meeting or referred to the appropriate committee, which shall report its decision to the Board.
3. Shortly before the beginning of each term, an Open House shall take place to welcome new and returning members.

#### **Board of Directors**

##### Meetings

1. The Board meets the third Tuesday of the month from September to June.
2. Special meetings may be called by the Board Chair, and must be called by the Board Chair if a majority of Board members requests such.

#### **Standing Committees**

Unless otherwise specified, each Committee Chair is appointed by the Board Chair and approved by the Board.

##### Curriculum Committee

1. Membership: The committee chair appoints, at a minimum, the number of OLLI members equal to the number of OLLI study group areas; members will be called study group coordinators (SAC).
2. Tasks:

- a. Solicits, reviews and accepts or rejects study group proposals for semesters, “Shorts” and “Minis”, considering content, SGL past performance, potential duplications, classroom availability, feedback and attendance information;
- b. Acknowledges receipt of proposals, giving dates when decisions will be made;
- c. Offers suggestions for improving proposals, if needed;
- d. Communicates with and supports study group leaders to ensure a successful experience; visits study group leader’s class as appropriate and possible;
- e. Stays in communication with the OLLI office about potential course proposals;
- f. Requests 3rd week and end-of-semester feedback from OLLI members. If a substantial portion is negative, the relevant SAC meets with the CC Chair and Deputy Executive Director regarding next steps. If appropriate, the SAC will discuss areas of improvement with the SGL. If it is an issue of whether the SGL should continue teaching, the CC Chair will get involved;
- g. Ensures that appreciation is shown to study group representatives (SGRs) and SGLs;
- h. Completes assignments in a timely manner; contacts the OLLI office or Deputy Executive Director as appropriate for assistance; attends meetings, luncheons and other activities as able to show support for OLLI.

### Development Committee

1. Membership: The Committee chair may invite other OLLI members to participate
2. Tasks:
  - a. Creates a development plan that guides OLLI in seeking out and securing funding from members as well as foundations, corporation and other outside sources to reach long-term goals;
  - b. Involves all board members in fundraising;
  - c. Identifies and communicates with potential donors;

- d. Ensures that donors are acknowledged appropriately.

#### Facilities Committee

1. Membership: The Chair shall include on the Committee as many OLLI and non-OLLI members as appropriate with the skills and knowledge to assess the maintenance and possible expansion of OLLI facilities.
2. Tasks:
  - a. Assesses the needs of the OLLI facilities and asks the Executive Director to get estimates of the costs involved to fulfill them;
  - b. Searches, with the Executive Director, for appropriate OLLI facilities;
  - c. Acts with the Board Chair as a liaison with American University.

#### Investment Committee

1. Membership: The Committee shall consist of at least three members: the Committee Chair, the Board Treasurer, and, ex-officio, the Executive Director. All committee members must be approved by the Board.
2. Tasks:
  - a. Recommends to the Board, with the guidance of an investment advisor, the appropriate investment of all OLLI funds;
  - b. With the Executive Director, recommends to the Board the appropriate division of OLLI's financial assets between fund for operating needs and funds invested for savings;
  - c. Interfaces with OLLI's investment advisor on investments of OLLI funds.

#### Lecture Series Committee

1. Membership: The Committee Chair may invite other OLLI members to participate.
2. Tasks:
  - a. Secures speakers for the Fall, January, Spring, and June lecture series;
  - b. Takes care of all correspondence with the speakers;
  - c. Is present for the speakers' presentations and sends a written note of thanks to each of them;
  - d. Ensures that one lecture session during each term is scheduled for a Town Hall/Annual Meeting at which OLLI members have the opportunity to comment about OLLI courses and administration.

### Membership and Publicity Committee

1. Membership: The Committee Chair may invite other OLLI members to participate.
2. Tasks:
  - a. Recommends policies and activities to the Board that grow and maintain OLLI's membership base and diversity;
  - b. Sets up a staffed information and sign-up table before each lecture, with new names to be put on OLLI's mailing list;
  - c. Every two years and working with staff, prepares, distributes and tabulates the results of a survey to determine member's interests and satisfaction as well as membership demographics.
  - d. Investigates and proposes media and other outreach alternatives or activities to expand awareness of OLLI (at American University) in the local community and the Washington Metropolitan Area

### Personnel Committee

1. Membership: The Committee is comprised of five members: the Committee Chair, a non-Board member appointed by the Board Chair, and three Board members—the current Board Chair, the Vice Chair, and the immediate past Chair.
2. Tasks:
  - a. Receives and reviews any updated job description from the Executive Director and submits it for approval by the Board;
  - b. Reviews the salary and benefits package for the Executive Director and considers the compensation relationship among the Executive Director, Program Coordinator, Curriculum Coordinator, Administrative Assistant and any other staff members. The Board Chair prepares the annual performance evaluation of the Executive Director and reviews it with the Executive Director;
  - c. Presents the compensation package of the Executive Director to the Board for a vote at its May meeting.

**This Committee shall have no authority over any employee. Personnel policies are adopted by the Board and administered by the Executive Director.**

### Hospitality

1. Membership: The Committee Chair may invite other OLLI members to participate.

2. Tasks:
  - a. Manages arrangements and refreshments for all OLLI social activities, in accordance with OLLI Board instructions and authorized expenditures.

#### Administrative Assistance Committee

1. Membership: The Committee Chair may invite other OLLI members to participate.
2. Tasks:
  - a. Determines with staff OLLI's volunteer needs;
  - b. Solicits volunteers from general membership, including volunteers to assist in preparing various mailings;
  - c. Ensures timely follow-up with volunteers and acknowledgment of their contributions.
  - d. Provides administrative assistance as needed.

#### **Ad Hoc Committee**

##### Nominations and Elections Committee

1. As noted in the Bylaws, the Committee is selected by the Board Chair and approved by the Board, and has five members, two of whom are Board members. The Chair is elected by the Committee and cannot be one of the Board members. The Committee must be appointed and approved by the end of January each year.
2. Tasks:
  - a. Searches for candidates qualified to meet the responsibilities of Board members;
  - b. Selects six nominees, elicits candidates statement and photos, and presents these names to the Board for approval prior to the April Board meeting;
  - c. Determines whether all candidates nominated by petition have been endorsed by at least 20 members, and that the signed petition has been delivered to the Executive Director by the last Friday in March;
  - d. Informs candidates of their oral presentation at the annual membership meeting;
  - e. Notifies candidates of the results of the election.

## **OLLI Coordinators and Other Positions**

Catalog Editor: The OLLI office appoints an Editor for the Catalog of courses to be published in August and January. The Editor's responsibilities include editing and proofreading catalog copy—arranged for through the OLLI office, with the Executive Director, Program Coordinator and Curriculum Coordinator.

Trips Coordinator: The Board Chair appoints the Coordinator, who may choose additional members to provide assistance. Responsibilities of the position include: 1) arranging periodic day trips for the OLLI membership throughout the calendar year; and 2) Serving as the chief coordinator on each trip or arranging for a substitute for a particular trip.

Online Discussion Groups Coordinator: The Board Chair appoints an Online Discussion Groups Chair to solicit and approve topics and SGLs for Online Discussion Groups and guide SGLs through the process.

Study Group Leader Training Coordinator: The Board Chair appoints a Study Group Leader Training Coordinator to maintain a training program to assist current and potential SGLs in planning, developing, organizing, and presenting courses.

Study Group Representative Coordinator: The OLLI office appoints a Study Group Representative (SGR) Coordinator to solicit a representative from each study group to act as liaison among the Study Group Leader, the OLLI office, and the Study Group.

## **General Committee Chair and Position Holder Policies and Procedures**

1. Each Committee Chair and Position Holder shall serve for one year, which can be extended by the chair.
2. To assist in the transition to new Committee Chairs and Position Holders, current holders of such tasks should prepare a report on their operation.

## **Amendments to Policies and Procedures**

The items listed above are subject to amendment by a majority vote of Board members. Additionally, they should be reviewed each May before a new Board is installed in June.