

## **OLLI POLICIES AND PROCEDURES**

### **6/30/2018**

#### **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.

#### **Administration and Volunteers**

1. Membership: The Committee Co-Chairs may invite other OLLI members to participate.
2. Tasks:

- a. Determines and fills OLLI's volunteer needs as indicated by staff and committee chairs;
- b. Provides volunteers from the general membership to prepare occasional mailings;
- c. Ensures timely email follow-up and acknowledgment of volunteers' contributions.

### **OLLI at AU—AU Relationship Committee**

1. Membership: The Chair or Co-Chairs may include on the Committee as many members as are needed to enhance the ability of the Committee to coordinate a collaborative relationship with American University to foster academic excellence, lifelong learning, community engagement and organizational strength.

2. Tasks:

- a. Identify and arrange for appropriate contacts with AU liaisons that will promote the shared goals of OLLI at AU and AU.
- b. Coordinate OLLI at AU-AU programs, both those that are potential as well as ongoing, and assure requests are made to implement these programs through appropriate OLLI at AU-AU liaisons.
- c. Assess from time to time space and other related OLLI at AU needs, with guidance from the Executive Director, and coordinate the appropriate contacts within AU to request fulfilling them.
- d. Refer contacts concerning academic programs with any AU School and Department to the Curriculum Committee.

### **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.

## **Finance Committee**

1. Membership: The Committee shall consist of at least 5 members: the Committee Chair, who also may be the Board Treasurer, appointed by the Board Chair, the current Board Chair, the Vice Chair, the Board Treasurer if not the Committee Chair, the Executive Director and one or more Olli members appointed by the Committee Chair who may also be a Board member.
  
2. Tasks:
  - a. Analyzes the financial needs of Olli to determine funding sources and means of supporting Olli operations;
  - b. Sets long -range financial goals along with funding strategies to achieve operational needs;
  - c. Designs useful and readable financial reports and ensures reports are timely and accurate;
  - d. Prepares annual budget with staff each year for approval of Board at June meeting.
  - e. Reviews finances in relation to budget on a quarterly basis and recommends to the Board any required adjustments;
  - f. Ensures that policies and procedures for financial transactions are documented and reported properly;
  - g. Ensures that any donor imposed restrictions are being followed;
  - h. Reviews draft audit in years when organization audit is commissioned and ensures follow-up on any issues mentioned;
  - i. Reviews 990 as presented by accountant;
  - j. Recommends to the Board, with the guidance of an investment advisor, the appropriate investment of all Olli funds;
  - k. Recommends to the Board the appropriate division of Olli's financial assets between funds for operating needs and funds invested for savings;
  - l. Interfaces with Olli's investment advisor on investments of Olli funds.

### **Diversity and Inclusivity Committee**

1. Membership: The Committee Chair(s) may appoint other members to the Committee

2. Tasks:

a. Development of a comprehensive vision for enhancing racial, ethnic and socio-economic diversity of OLLI membership.

b. Recommends policies and activities to the Board that promote diversity in OLLI's membership and programs. Such programs and activities could include:

1) Targeted marketing to churches, clubs and other organizations whose members draw from a broad spectrum of the greater Washington area.

2) Building in-depth relationships, or possibly partnering with organizations such as the Howard University Alumni of Greater Washington.

3) Holding Minis or Short classes at alternative locations in other areas of the city to introduce prospective members to OLLI

c. Coordinates with the Curriculum Committee and Lecture Committee to develop classes and lectures on policy and culture issues relating to racial and ethnic diversity.

d. Recommends to the Board, policies and procedures to ensure an inclusive atmosphere in all OLLI's classes, programs and activities.

### **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 Outreach Committee**

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

2. Tasks

- a. Working with staff, recommends to the Board strategies and activities to continue moderate membership growth of recent years from between four percent and six percent;
- b. Recommends to the Board strategies and activities to reach broader audiences including semi-retired and newly retired individuals as well as American University alumni (faculty, students, and staff); and
- c. Proposes media outreach and relationship-building opportunities with other civic, academic, and community organizations.

### **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.**

### **Scholarship Committee**

1. Membership: The Committee shall include a chair and such other members as the Board Chair may appoint and shall include the Executive Director as one of the Committee members. As a new committee, its policies and procedures are subject to modification for improvement.

2. Tasks:
  - a. Reviews applications for tuition assistance completed by applicants.
  - b. May interview applicants via telephone or in person.
  - c. Evaluates applicant's statement of need and informs applicants of decision.
  - d. Grants scholarships in the form of waiving tuition from recipients, based on available designated scholarship funds and/or a straight waiver.
  - e. Defines scope of membership benefits awarded to scholarship recipients.
  - f. Determines permissible frequency of assistance requests from repeat applicants who must re-apply each term. Allowable frequency depends upon prior requests from same applicant, his/her need, the availability of funds and the current number of other applicants.
  - g. Consults with Membership Committee Chair to coordinate diversity outreach efforts.

### **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.

### **Ad Hoc Committees**

#### **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.

## **OLLI at AU's Accommodations Policy on ADA Compliance**

OLLI abides by all laws and regulations pertaining to public accommodations, including, but not limited to, the Americans with Disabilities Act.

It is OLLI's goal to ensure that communication with people with disabilities is equally effective as communication with people without disabilities. It is also OLLI's goal to manage its limited funding in a way that ensures that it does not compromise its resources in a way that would fundamentally alter the nature of the services it offers or result in an undue burden.

To that end, OLLI will proactively identify and, to the fullest extent required by law, address any general public accommodations necessary to honor its obligations under the ADA. In those instances when OLLI is presented with an individualized request for a public accommodation, it will make a good faith effort to provide an appropriate accommodation in a manner that (a) is most effective for the individual making the request and (b) avoids any undue burden on the organization.

OLLI's deep commitment to ADA compliance ensures that it will never discourage individuals from making requests for ADA accommodations, nor will it ever retaliate against individuals who assert claims under the ADA.

## **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.