

# **OSHER LIFELONG LEARNING INSTITUTE - PRESCOTT**

## **Policies & Procedures**

### **August 2018 Version**

#### **OPERATING POLICIES**

The Osher Lifelong Learning Institute consists of three separate entities which share funding: Prescott, Sedona, and Verde Valley. Osher Lifelong Learning Institute – Prescott, hereinafter referred to as OLLI, operates under Yavapai College's Division of Life Long Learning and is subject to the general rules and regulations of Yavapai College. Office facilities are provided by Yavapai College. Classrooms, Staff, and venues for special events are provided on a space available basis.

The following policies and procedures have been approved by the OLLI Governing Council. They are intended to be used in all activities regarding OLLI. Any deviations from these policies and procedures must be approved by the Governing Council.

In order to assure continuity and appropriate control over the administration of OLLI, these Operating Policies should be kept current and distributed to all members of the Governing Council and Committee Chairs. Copies are available to the general membership upon request and on the OLLI web page.

#### **ORGANIZATION**

OLLI operates independently of Yavapai College insofar as curriculum and schedule are concerned, but maintains communication and business contact through a college employee who serves as an Administrator and liaison between the two entities. The Administrator and supporting Staff are employed by Yavapai College to conduct the day-to-day business activity.

#### **OPERATIONS**

OLLI conducts five six-week Learning Group sessions: Spring 1, Spring 2, Summer, Fall 1, and Fall 2. Workshops, Special Interest Groups, field trips, and social activities are also scheduled throughout the year.

In the event that the Yavapai College campus is closed due to weather conditions or other emergencies, OLLI will also cancel all planned events. Local radio stations and the Yavapai College web page report college closings. The OLLI office may remain open under these circumstances, but members should call first before traveling to the office.

## GOVERNING COUNCIL

The Governing Council is the policy-making body of OLLI, and operates in accordance with the *Bylaws*. The Council is responsible for business decisions, and may delegate responsibility for action. Council members are elected as specified in the *Bylaws*. The person receiving the next highest number of votes serves as an Alternate. The Alternate attends council meetings, but does not vote on council matters. If the Alternate cannot fulfill their obligation, as determined by the Chair, the person with the next highest votes becomes the Alternate.

Governing Council members represent the OLLI general membership by actively participating in the governance of OLLI and acting as a liaison between the membership and the OLLI Administrator. Governing Council members' responsibilities are defined in the "*OLLI Governing Council Member Responsibilities*" document.

Each year, the newly elected Governing Council members will review the previous year's goals and progress towards meeting those goals. The newly elected Governing Council will set goals for the fiscal year.

The new Governing Council elects the Chair, Vice Chair, and Secretary from among its members as soon as the new Council members have taken up their duties. If the Chair is not available, the Governing Council will select a pro-tem Chair to conduct the election. The newly-elected officers will take up their duties immediately on election. All motions shall be part of the minutes and minutes will be reissued with corrections. A Parliamentarian should be appointed by the Chair to help ensure meetings adhere to parliamentary procedures.

Governing Council Meetings are held monthly, usually on the third Thursday of the month starting at 9:00 A.M., and are open to all members. Interim business may be transacted by mail, conference calls, or e-mail when necessary. Governing Council member interaction using these alternate methods of communication will be held to the same level of respect and decorum as if physically attending a meeting. E-mail should only be sent to all Council members when it concerns the conducting of OLLI business. Personal e-mails between members should not be distributed to all Council members. The same requirements for voting shall be used as in a regular meeting environment. A report of the conference and/or ballot outcome shall be made available to all Council Members, and a written report of the action taken by mail, conference call, or e-mail shall be ratified and made a part of the minutes of the next meeting of the Governing Council. Since OLLI is not a "public body" as defined in the applicable statutes and case law, OLLI does not have to comply with the Open Meeting Law.

When a member of OLLI has an issue or a concern, the member must request that the Governing Council Chair place the item on the Governing Council Agenda and then appear at the appropriate time to present their case to the Council in person. The Chair has the discretion to limit the time available for presentations and discussions.

The Council retains the responsibility and authority to call Special or Emergency Meetings of the membership to address issues which-would cause an unreasonable and extreme

delay in activation of the issue. These Special Meetings may be conducted through written notification of the membership, which includes a full explanation of the issue; a method for response or ballot, and an appropriate response time.

## **Governing Council Member Responsibilities: See Appendix A**

### **EXECUTIVE COMMITTEE**

The Executive Committee provides leadership and guidance for OLLI governance (the Governing Council and committees). The Executive Council is made up of the Governing Council Chair, the Governing Council Vice Chair, the Governing Council Secretary, and the OLLI Administrator. Specific committee responsibilities are described in the “*OLLI Executive Committee Charter, Roles, and Responsibilities*” document.

**Personnel Subcommittee:** As a subcommittee of the Executive Committee, the Personnel Committee provides annual Administrator and Staff evaluation input to the Yavapai College Division of Lifelong Learning. The committee, consisting of the Governing Council and Vice Chair, proposes job descriptions for Yavapai College Staff supporting OLLI, addresses complaints and/or personnel issues, and provides input to Yavapai College regarding employees assigned to OLLI.

**Scholarship Subcommittee:** As a subcommittee of the Executive Committee, the Scholarship Committee awards full or partial scholarships for a Deluxe Membership, based on income levels. The committee consists of the Governing Council Chair, the OLLI Administrator, plus one other Governing Council member.

## **Executive Committee Responsibilities: See Appendix B**

### **MEMBERSHIP**

Membership requirements are set forth in the OLLI *Bylaws*. Applications may be submitted for membership at any time. A current Membership Roster will be maintained by the Staff. For administrative purposes, membership terms coincide with the ending of Learning Group sessions. Annual membership expiration dates are March 31, May 31, August 31, October 31, and December 31.

All members are encouraged to participate on committees and/or perform tasks as needed to carry out the functions of OLLI.

### **OLLI Privacy Policy**

OLLI doesn't ask for personal information unless it is truly needed and doesn't share it with outside parties except to comply with the law or protect their rights. Personal e-mail addresses are only used to communicate with members. Personal information, such as a member's home address, telephone number, date of birth, and e-mail shall not be

distributed to other members without the member's express consent and may not be used for marketing purposes or as a distribution list for commercial purpose or private gain.

Personal information is stored in our database and in hard copy files. Electronic information stored in computers is password protected.

Personal member information, other than first and last names, will not be listed on our website, or in any other venue with public access, without the express consent of the member. Examples include, but are not limited to course catalogs, social media (like Twitter, Facebook, and blogs), radio, television, and other print media.

## **FUNDING**

Yavapai College acts as the OLLI banker, and all funds are maintained in Yavapai College accounts. Funds are received and disbursed through the Administrator as directed by the Council.

OLLI is funded by membership fees, grants, endowments, and donations, while Yavapai College supplies essential resources. Members and supporters can make additional contributions which follow Yavapai College Foundation rules. Money can be directed specifically to the Operating Expense Fund to strengthen the finances for operating OLLI or donated to support the Scholarship Fund. Regular publication of such solicitations should be included in the catalog and other means.

The Membership Fee Schedule shall be established by the Governing Council. No person shall commit funds or otherwise obligate OLLI or Yavapai College except as outlined in these operating policies.

Authorized members, i.e., Governing Council Members, Committee Chairs, and Facilitators shall use OLLI office facilities or the Yavapai College reproduction facility for duplicating materials. Staff approval is required before using outside reproduction facilities. With sufficient advance notice, orders can be requested from the Yavapai College reproduction facility electronically or through the Staff. To help reduce costs, conserve resources, and serve the needs of our differently-abled community, facilitators are encouraged to use our electronic repository for class materials.

Any purchase of capital equipment must be preapproved by the Governing Council. Such items become the property of OLLI and shall be returned to the OLLI office.

OLLI will pay expenses that are directly related to OLLI functions and are approved by the Council or by the appropriate Committee Chair, as long as the expenses fall within their allotted budget. Any spending by committees that exceeds said budget must be approved by the Governing Council.

The Administrator will act as a purchasing liaison with Yavapai College. The Administrator will present the appropriate documentation for purchase and payment to Yavapai College.

All matters not specifically defined by these policies shall be resolved in accordance with the *Bylaws* and approval by the Governing Council.

## **COMMITTEES**

Committees are essential components of OLLI, and their members plan and execute the necessary programs and activities which complete OLLI's mission. Committees are responsible for meeting the strategic goals established by the Governing Council.

The Governing Council has the ultimate responsibility for the operation of all committees. The Governing Council will appoint a Governing Council member as liaison to each committee to facilitate Council/committee communications. The liaison may become a full committee member or act solely as a liaison. Committees may nominate their Chairs from amongst their members and recommend them to the Governing Council for approval. All newly appointed committee Chairs must be approved by the Governing Council. A Committee Chair shall not serve more than four (4) consecutive years, unless the limit is extended at the request of the committee and committee chair and with the approval of the Governing Council.

Committee members are responsible for understanding OLLI policies and procedures as well as the committee roles and responsibilities. Committees formulate their annual objectives based on the OLLI strategic goals for the fiscal year. Objectives will be presented to the Governing Council for approval within two months of the establishment of the strategic goals.

The Governing Council Chair is an ex-officio member of all committees except the Nominating Committee, and the Administrator is an ex-officio member-of all committees. Committee meetings are established by the Committee Chair. Committee Chairs shall notify the Governing Council Executive Committee of times and dates of meetings. Committee Chairs may submit a report, attend Governing Council meetings, or send a representative to report their committee activities and progress towards meeting Council strategic goals at least quarterly. Committee reports will be submitted to the Governing Council Secretary in writing at the Governing Council meetings. Committee liaisons may also report on committee actions at Governing Council meetings.

Committee Chairs may prepare and submit Newsletter articles to the Editor or Staff.

Committees have authority to disperse funds within their budget, but shall petition the Governing Council for approval of expenditures and events beyond their budget.

All committee meetings are open to the OLLI membership. All regularly scheduled meetings will be posted on the OLLI web page and in the Newsletter.

The charter, roles, and responsibilities of each committee are described in that committee's "*Charter, Roles, and Responsibilities*" document that is agreed to by the committee chair and the committee's Governing Council liaison. Committee chair responsibilities are defined in the "*OLLI Committee Chair Responsibilities*" document: [See Appendix C](#)

## **Standing Committees**

Standing committees consist of, but are not necessarily limited to, the following: Curriculum, Finance, Long Range, Membership, Nominating, Personnel, Policy & Procedures, Publicity, Scholarship, Social, Community Partners, and Technology. Committee Chairs may appoint individuals for specific functions within their committees. If appropriate, committees submit an annual budget to the Finance Committee for approval by the Governing Council.

## **Community Partners**

The Community Partners Committee is responsible for any current or potential partnerships that OLLI has with any external community organization. This Committee negotiates terms of partnerships, drafts memoranda of agreement for Governing Council review and approval, and performs periodic reviews to assure partnerships are operating as agreed by both partners. When partnerships are not working properly, it recommends corrective action to the Governing Council.

## **Curriculum**

The Curriculum Committee develops learning opportunities for the membership, encourages facilitator participation, trains, mentors, and debriefs facilitators, and in conjunction with Staff, publishes the schedule of Learning Groups for the membership. The Curriculum Committee reports to the Council monthly. The Curriculum Committee is composed of members with various experiences that correlate with the interests and needs of the committee. These needs include communication, recruitment, training, assessment, outreach, technology expertise, research, innovation, and coordination.

## **Finance**

The Finance Committee develops an annual budget with input from the Governing Council, Staff, and OLLI's College Liaison. The procedures used shall be in accordance with Yavapai College. The proposed budget is submitted to the Governing Council for approval and then presented to the membership annually. The Finance Committee meets periodically throughout the year to review the budget and OLLI spending. Financial reports prepared by the Finance Chair and Administrator are presented to the Governing Council each academic session. The reports shall include a summary of all sources of revenue (including membership fees, foundation income, donations to scholarship and operating expense funds, trip fees, etc.), all categories of expense (including administrative costs, operating expenses, trip expenses, or any other disbursements of funds), and identify financial trends and risks.

## **Long Range**

The Long Range Committee (LRC) provides long range planning support to maximize the benefits of OLLI membership. The LRC will retrieve and/or solicit relevant data, provide analysis regarding trends or contingencies, and report the findings to the Governing Council and other appropriate entities. The committee will meet on an as needed/requested basis.

## **Membership**

The Membership Committee conducts New Member Orientation, Membership Surveys, and other membership supportive and enhancing activities. The Membership Committee also promotes OLLI in the community, prepares public announcements for local radio stations and newspapers, makes community leaders aware of OLLI as a valuable community learning resource, creates presentations to complement on OLLI public relations speaker, and contacts media who may want to produce a feature on OLLI.

## **Nominating**

The Nominating Committee solicits and proposes candidates for Governing Council members and committee members. A maximum of two members of the current Governing Council who are not seeking reelection can serve on the committee composed of other OLLI members.

## **Policy & Procedures**

The Policy & Procedures Committee coordinates revisions to the *Bylaws* and updates the *Policies & Procedures* to ensure they accurately reflect the motions passed by the Governing Council. The latest version of the *Bylaws* and *Policies & Procedures* will be posted on the OLLI web page.

## **Social**

The Social Committee plans and organizes all social functions of OLLI and the Annual Meeting. It chooses the facilities, makes reservations, selects menus, and establishes the program which may include entertainment and/or speakers.

## **Technology**

The Technology Committee applies modern technologies that ensure balanced access across economic, physical, and cultural ranges of abilities, constraints, and interests to: educate members in the latest technologies, enhance facilitator's technology expertise, improve membership communication, provide access to course materials, expand course offerings, and grow membership.

## **Ad Hoc Committees**

Ad Hoc Committees may be formed as necessary to address specific tasks and shall have a specific term limit.

**Committee Charters and Responsibilities: See Appendix D**

# LEARNING GROUPS

## Learning Group Guidelines

Learning Groups represent the main purpose of OLLI. Members are encouraged to facilitate Learning Groups and suggest subject matter for Learning Groups to the Curriculum Committee. Facilitator training is provided along with guidelines and necessary materials. In the spirit of OLLI as a peer-directed organization, the Curriculum Committee established the following guidelines:

1. All facilitators should be members of OLLI. A non-member facilitator must have a co-facilitator or mentor assigned by the Curriculum Committee for that Learning Group. Membership in OLLI is strongly encouraged.
2. Facilitator(s) should have taken at least one OLLI Learning Group either at the Prescott OLLI or another OLLI campus.
3. All facilitators are required to complete a Learning Group Proposal Form, which must reach the OLLI Office at least one week before the Curriculum Committee meeting at which the proposal will be presented. Proposals must state whether the Learning Group spans multiple sessions or has any prerequisites, and include a brief description of the material to be covered in each class.
4. First-time facilitators and experienced facilitators proposing a different Learning Group presentation style or topic need to present their proposals in person to the Curriculum Committee.
5. The Curriculum Committee rejects Learning Group proposals if they fail to meet the current needs of the membership. Based on the facilitator's proposal, the Curriculum Committee will:
  - a. Approve the Learning Group as is,
  - b. Approve the Learning Group with minor changes,
  - c. Assign a mentor and/or co-facilitator, or
  - d. Request major changes which require the facilitator to resubmit their proposal and reappear before the committee.

Approved Learning Groups are referred to the Curriculum Committee Session Coordinator, who coordinates the final schedule and details with each facilitator.

6. Learning Groups addressing controversial issues need to ensure that all sides of the issue are presented. All participants should be sensitive to stereotypes and biases to avoid material that could be considered libelous, defamatory, false, misleading, abusive, threatening, harassing, discriminatory, illegal, or content that degrades others on the basis of gender, race, disability, class, ethnicity, national origin, religion, sexual orientation, or other classification. Biased material may ONLY be used as subject matter, not for other purposes.
7. Discussion and debate are welcome in Learning Groups, but personal attacks are not tolerated and are a direct violation of these guidelines.
8. Any problems-relating to Learning Group content or facilitators shall be immediately referred to the Curriculum Committee for action.
9. Except for supplemental material or supplies required for particular Learning Groups, the facilitator shall not solicit the sale for profit of products or services. Wavers of this stipulation may be approved by the Curriculum Committee.

10. Facilitators are urged to attend Facilitator Training to keep abreast of the latest information and techniques.
11. Facilitators should attend the Debriefing Meeting held at the end of each session to share ideas and experiences.
12. All facilitators and members should be aware of, and sensitive to, the special needs of Learning Group participants. Members may specifically request reasonable accommodations. If necessary, facilitators and members can contact Staff for assistance in meeting technology, disability, or other requests. Facilitators will respect the privacy of OLLI members by not distributing personal information without the express consent of the individual.
13. OLLI follows the guidelines of Yavapai College regarding copyright and fair use. For specific content regarding educational intellectual property, refer to [/www.yc.edu/v5content/teaching-and-elearning-support/faculty/copyright-fair-use.htm](http://www.yc.edu/v5content/teaching-and-elearning-support/faculty/copyright-fair-use.htm)

OLLI members must agree to uphold the Learning Group guidelines. The Curriculum Committee reserves the right to terminate a Learning Group for non-compliance with these guidelines.

### **Guests**

We welcome the opportunity to showcase OLLI and entice others to join. With the permission of the facilitator, a non-OLLI member may attend one Learning Group class as a guest of an enrolled OLLI member. Guests must sign the Learning Group attendance sheet and abide by the OLLI code of behavior.

### **Vouchers**

Vouchers will be given to facilitators of Learning Groups as a thank you from OLLI. These vouchers may be used for either a \$25 partial payment towards membership or for a free Learning Group.

Learning Groups that require hands-on instruction in the use of technology often require technology assistants to work individually with members during each class.

When a 6-week Learning Group requires a technology assistant for the entire session, a \$25 voucher will be awarded to them as recognition of their contributions, commitment, time, and effort.

Any current member who encourages a new member to purchase a Deluxe Membership, will be awarded a \$25 voucher to be applied to their Deluxe Membership renewal.

### **Workshops**

Workshops are short-format talks approved by the Curriculum Committee that all members may register for at no additional cost and do not count towards their Learning Group enrollment. Specific workshops may be open to the public, with the condition that all need to register to control attendance.

### **Special Interest Groups (SIGs)**

Special Interest Groups (SIGs) are groups of OLLI members who share a common interest and would like to meet outside the normal OLLI classroom environment to discuss and

enjoy their mutual interests while they socialize. SIGs provide a wide variety of social outlets through coordinator-directed activities that are open to all OLLI members.

1. SIG members meet on a regular basis to pursue a specific activity or interest.
2. Besides defining its own purpose and format, each SIG designates a coordinator who serves as the contact person.
3. All SIG participants should be OLLI members. Every 6 months the coordinator verifies membership status with Staff. At the discretion of the coordinator, guests may attend more than one SIG meeting.
4. While SIG membership is free, a fee may be required to cover the cost of the SIG activities, facilities, or necessary supplies.
5. Using the *Guidelines for Starting and Maintaining a SIG*, member(s) complete and return a SIG application to Staff or the SIG Chair.
6. Applicants meet with the SIG Review Committee to discuss their proposal and establish the SIG's definition, focus, and expectations. Impact on OLLI Staff must be minimal and clearly defined.
7. Meetings are held on or off campus, but should not conflict with Learning Groups.
8. The coordinator informs the SIG Committee of the SIG participation level, and any problems or recommendations. If a SIG becomes inactive or dissolves, the SIG Chair and Staff will be promptly informed.
9. SIG promotions will appear in the Learning Group Schedule and newsletter.

## **Preferential Enrollment and Prerequisite Learning Groups**

**Preferential Enrollment:** Applicants for an OLLI Learning Group deemed the sequel to a Learning Group offered the previous session will receive preference for enrollment.

**Prerequisite Learning Groups:** Both the facilitator and Administrator have the discretion to waive any prerequisites for a Learning Group.

**Oversubscribed Learning Groups:** When more than the allowed number of participants request a Learning Group, class seats are allocated in the following order until all seats are filled:

1. Members who were bumped from an oversubscribed Learning Group are given first preference the very next time that *same* Learning Group is offered.
2. Members taking a *consecutive* Learning Group that spans multiple sessions are given preference for the *next* part. For example, only members enrolled in Part 1 of a Learning Group will be given preference for Part 2 of that Learning Group the next time it is offered.
3. Every effort will be made to bump members from no more than one Learning Group per session and no more than two Learning Groups per calendar year.
4. Every effort will be made to prevent brand new Deluxe and Basic members from being bumped from Learning Groups during their *first* session only.
5. Every effort will be made to prevent Try Me members from being bumped from Learning Groups.
6. All other applicants are randomly assigned a rank and enrolled by rank order until the Learning Group is full, with alternates available in case anyone drops out.

No consideration is made for people with special needs (e.g. ride sharing) or people wishing to take classes together.

## **OLLI CODE OF BEHAVIOR**

All members and OLLI Staff will be treated with courtesy and respect. Threatening or disruptive behavior will not be tolerated. This behavior may include excessive class interruption, monopolizing class time, physical altercations, obscene or profane language toward another member, excessive chattiness, cell phone use, and other behaviors that disturb members, facilitators, or Staff.

Any member creating a disturbance shall be informed of expected behavior and warned of the consequences of continuing misbehavior by either the facilitator or Staff. If the behavior continues, the facilitator will submit an incident report to OLLI Staff. Continued offenses may result in temporary or permanent banning from a particular Learning Group or OLLI membership.

Solicitation of issues not related to OLLI and/or Yavapai College is prohibited.

## **FIELD TRIPS**

Field trips are expected to be self-supporting. Newly proposed field trips shall be presented to the Curriculum Committee for approval. All field trips must have an OLLI member who is responsible for coordinating the trip with Staff and attending the trip. The Staff will be responsible for field trip enrollment of members and guests in addition to overseeing all financial matters.

## **NEWSLETTER**

The Newsletter informs members of recent activities and promotes upcoming OLLI events. The Newsletter Editor is appointed by the Governing Council.

1. A quarterly summary of Governing Council activities will be reported in the Newsletter, which will be posted on the OLLI website.
2. Regularly scheduled Learning Groups will not be promoted in the Newsletter.
3. Promotions for OLLI Special Interest Groups as well as one-day workshops should be limited to 150 words.
4. An In Memorial column will provide limited space for submitted notices of the death of an OLLI member, preferably with contact information for more details.
5. Paid advertising will not be accepted in the Newsletter.
6. Final decisions as to what appears in the Newsletter will be made by the Editor after consultation with Staff. Some decisions may be brought to the Council for their direction.

## CURRENT FEE STRUCTURE

### Membership Fees

All members may participate in social activities and other OLLI organized programs. Members are not charged for 1-day workshops and these are not counted against the Learning Group limit. Membership fees effective April 21, 2014 shall be as follows:

- 1) **Deluxe Membership:** A one year Deluxe Membership includes five six-week sessions and costs \$155. Members are entitled to attend four Learning Groups each session, with additional Learning Groups costing \$25 each. The membership fee may be split into two installments, payable within the first 90 days.

A current member reaching the age of 90 or above will be entitled to a free lifetime Deluxe Membership.

- 2) **Basic Membership:** A one year Basic Membership includes five six-week sessions and costs \$65. Members pay \$25 for each Learning Group enrollment.

### Additional Expenses

If a Learning Group is held at a facility that incurs a cost, that cost will be shared equally among the participants.

The purchase of supplemental material or supplies necessary for a particular Learning Group may be required.

Social activities are free, unless a fee is required to cover the cost of refreshments, entertainment, or the venue.

### Scholarships

The Scholarship Committee bases and adjusts its scholarship awards for a Deluxe Membership on an adjusted gross income below the federal poverty guidelines. The current threshold is set at:

- \$12,000 for a one person household
- \$15,510 for a two person household

Applicants may submit the front page of their most recent Federal 1040 tax form or any other supporting documents which will be held in the strictest confidence. The scholarship committee is empowered to make partial scholarships available at their discretion for incomes up to twice the poverty level. In addition to the need of the member, the scholarships awarded will also be dependent upon availability of funds. All decisions of the Scholarship Committee are final.

### Refunds

Membership Fees are not eligible for refunds or extensions unless someone has not used their membership due to unforeseen personal health issues.

Learning Group fees will be refunded for any reason prior to the end of the first week of class, if OLLI cancels the Learning Group, or if a member does not get into a Learning Group due to oversubscription.

## **APPENDIX A**

### **GOVERNING COUNCIL MEMBER RESPONSIBILITIES**

#### **Summary**

Represent the OLLI general membership by actively participating in the governance of OLLI and acting as a liaison between the membership, Governing Council and OLLI Administration.

#### **Responsibilities**

- Serve as a Governing Council Member for the elected term (2 years)
  
- Attend annual membership meeting
  
- Attend all council meetings. Meetings are held monthly (except for December and June). If unable to attend, notify Council Chair prior to the meeting and provide an update of agenda items assigned to you.
  - Understand OLLI Bylaws and Policies and Procedures and participate in policy decisions as necessary
  
  - Represent the membership at council meetings and bring any requested items and actions to the Council
  
  - Engage in OLLI business decisions
  
  - Approve the budget and participate in financial decisions as presented by the Finance Committee
  
- Attend annual Strategic Planning Meeting to develop and establish goals
  
- Serve as a full member and act as Liaison on at least one (1) committee (Executive Committee counts towards this requirement for eligible members) or participate in at least one (1) task force
  - Attend committee meetings and provide two-way communication between Governing Council and committee members

## APPENDIX B

### EXECUTIVE COMMITTEE CHARTER, ROLE, AND RESPONSIBILITIES

#### Charter

Provide leadership and guidance for OLLI governance (Governing Council—GC and committees).

#### Roles

The Executive Committee is comprised of the following roles:

- GC Chair
- GC Vice Chair
- GC Secretary
- OLLI Administrator

#### Responsibilities

- **GC Meeting Agenda:** Prepare the monthly GC Meeting Agenda.
- **Goals:** Review strategic and short-term goals and assign committee specific goals following the annual goal planning meeting. Perform periodic review of progress towards goals.
- **OLLI Programs:**
  - Provide conduit for input for new initiatives, programs, or changes to OLLI offerings.
  - Generate and plan new initiatives, programs, and changes for GC approval.
  - Assure implementation and oversight of GC approved new initiatives, programs, and changes and report results to GC.
- **Governing Council Orientation:** Provide orientation to new members of the Governing Council. Ensure that new GC members are aware of GC member responsibilities.

## APPENDIX C

### **Committee Chair Responsibilities**

#### **Summary**

The committee chair is responsible for all aspects of the committee, including chairing committee meetings; planning, organizing and directing the work of the committee; and communicating with the Governing Council regarding the goals, work, and progress of the committee.

#### **Responsibilities**

- Organize and provide leadership to the Committee to perform the responsibilities of the Committee.
- Chair committee meetings on a regular basis
- Submit periodic report on committee activities as appropriate to Governing Council
- Annually review with the Governing Council or its committee liaison the yearly goals of the committee based on OLLI yearly strategic goals
- Annually review with the Governing Council or its committee liaison the charter of the committee
- Coordinate with Governing Council and Finance Committee to establish yearly committee budget
- Manage all expenditures within the approved annual budget

## **Appendix D**

### **Committee Charters and Responsibilities**

#### **Technology Committee**

##### **Charter**

The Technology Committee applies modern technologies that ensure balanced access across economic, physical, and cultural ranges of abilities, constraints, and interests to: educate members in the latest technologies, enhance facilitator's technology expertise, improve membership communication, provide access to course materials, expand course offerings, and grow membership.

##### **Responsibilities**

- Facilitate technology learning groups.
- Conduct facilitator orientation and training as necessary on classroom audio/visual equipment.
- Provide technical assistance on classroom audio/visual equipment to facilitators when requested.
- Provide consultation and advice to OLLI governing groups (Administrative Staff, Governing Council, committees) on technology related issues, including equipment purchases.
- Provide expertise related to assistive technology for accommodating OLLI members with special needs.

#### **Personnel Subcommittee**

##### **Charter**

The Personnel Subcommittee (a subcommittee of the Executive Committee) coordinates with Yavapai College regarding employees (Administrative Staff) assigned to OLLI.

##### **Responsibilities**

- Provide, if requested, Administrator and Staff evaluation input to Dean of Lifelong Learning.

- Propose job descriptions or requirements for Administrative Staff positions, if requested or required.
- Address complaints and/or personnel issues related to the OLLI Administrative Staff as necessary.

## **Community Partners Committee**

### **Charter**

The Community Partners Committee researches, recommends and evaluates current or potential partnerships between OLLI Prescott and any external community organization.

### **Responsibilities**

- Negotiate terms of partnerships.
- Draft memoranda of agreement for Governing Council review and approval.
- Perform periodic reviews to assure partnerships are operating as agreed by both partners.
- Recommend corrective action to the Governing Council when partnership are not working properly or according to agreements.

### **Process**

In recommending and evaluating such partnerships, the Partnership Committee uses the following criteria:

- Scope and goals of the community partnership support OLLI Prescott's mission and long-term strategic goals,
- Benefits of the partnership are appropriately balanced with the time/financial commitment required of both entities, and
- The community partnership events and activities avoid competition with other OLLI programs and schedules.

## **Social Committee**

### **Charter**

The Social Committee plans and organizes all social functions of OLLI and the Annual Meeting.

### **Responsibilities**

- Choose facilities in which social events will occur.
- Make reservations at facilities which have been selected for social events, including contracts (if applicable) and deposits.
- Select menu for social events which include include a meal.
- Select and/or arrange for refreshments for social events at which refreshments are desired.
- In conjunction with the Governing Council, establish the program for social events.
- Provide entertainment for social events which require it.

## **Policy and Procedures Committee**

### **Charter**

The Policy & Procedures Committee coordinates revisions to the Bylaws and updates the Policies & Procedures to ensure they accurately reflect the motions passed by the Governing Council.

### **Responsibilities**

- Draft and propose to Governing Council changes to Policies and Procedures for approval in response to Governing Council decisions or motions passed.
- Draft and propose changes to bylaws for membership approval as directed by the Governing Council.

## **Membership Committee**

### **Charter**

The Membership Committee provides membership services for OLLI including new member orientation, recruitment of new members (including publicity), member surveys and other membership supportive and enhancing activities.

### **Responsibilities**

- Conducts new member orientation.
- Conduct membership surveys.
- Promote OLLI in the community.
- Prepare public announcements for local radio stations and local newspapers.
- Make community leaders aware of OLLI as a valuable community learning resource.
- Create presentations to complement an OLLI public relations speaker.
- Contact media who may want to produce a feature on OLLI.

## **Long Range Committee**

### **Charter**

The Long Range Committee (LRC) provides long range planning support to OLLI.

### **Responsibilities**

- Collect and analyze data as requested to identify trends or develop contingencies.
- Report findings to the Governing Council and other appropriate entities.

## **Curriculum Committee**

### **Charter**

The Curriculum Committee develops learning opportunities for the membership, encourages facilitator participation, trains, mentors, and debriefs facilitators, and in

conjunction with Administrative Staff, publishes the schedule of Learning Groups for the membership.

## **Responsibilities**

- Plan and review session offerings to ensure good balance and adequate coverage.
- Developing learning groups.
- Recruit facilitators.
- Screen new facilitators.
- Support facilitators.
- Review proposed new learning groups.
- Review learning group evaluations to assess the individual facilitator performance and ability to address members' needs.
- Take corrective action when issues with individual facilitators are identified. Such action could include meeting individually with the facilitator, recommending a mentor or co-facilitator for future learning groups, offering additional training, requiring additional presentations and planning, or recommending that the facilitator not lead further learning groups.

## **Finance Committee**

### **Charter**

The Finance Committee is responsible for all the finances associated with OLLI including budgeting, monitoring, reporting and assuring fiscal responsibility.

### **Responsibilities**

- Develop an annual budget with input from the Governing Council, Administrative Staff, OLLI committees, and the College OLLI Liaison.
- Submit the proposed annual budget for Governing Council review and approval.
- Periodically review OLLI income and spending and prepare financial reports for presentation to the Governing Council.

- Provide guidance to the Governing Council and Administrative Staff on discretionary expenditures, revenue, membership rate structure, practices necessary to maintain the integrity of financial transactions, and the solvency of the Prescott OLLI organization.
- Create and maintain complete and accurate documentation on all financial activity.

## **Nominating Committee**

### **Charter**

The Nominating Committee solicits and proposes candidates for Governing Council members.

### **Responsibilities**

- Coordinate with Administrative Staff on the schedule for nominations, including date for presentation of slate to Governing Council, final slate approval, candidate rally (if it is to be held).
- Identify the number of candidates necessary for the annual Governing Council election (should include at least the number of projected vacancies plus 2).
- Review, and get updated if necessary, current Governing Council member responsibilities document.
- Identify and solicit candidates for Council membership.
- Submit slate of candidates to Governing Council for approval.
- Participate in counting of ballots when election is concluded.

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