

## PRINCIPLES OF OPERATION



### THE OSHER LIFELONG LEARNING INSTITUTE AT OKLAHOMA STATE UNIVERSITY

#### **Program Coordination**

The Osher Lifelong Learning Institute will be headquartered at OSU in Stillwater with the Director housed on campus. A network of locations for lifelong learning will be established. A Site Coordinator will be selected in each location by the Director. The Executive Committee will plan and conduct the program at that site. Overall coordination among the sites will be provided by the OLLI Board of Directors.

Duties and Responsibilities of the Director, Site Coordinator, Executive Committee Officers, and Standing Committees

The Director. The Director is responsible to the OLLI Board and the Dean of the College of Education. The Director has the final say regarding financial and programmatic decisions. The Director is responsible for the following activities:

- Establish and maintain programs at each of the program sites.
- Establish networks with campus administration, alumni, community leaders, and leaders of statewide programs for older adults.
- Assist Site Coordinators in making arrangements for classes and activities at each site.
- Create various publications, such as course listings and related information, registration forms, program evaluation forms.
- Produce promotional materials for marketing the program.
- Arrange for group educational travel opportunities.
- Maintain routine office activities to meet program needs.
- Work with the OLLI Board in preparing yearly reports to the Osher Foundation.
- Serve as ex officio member of the OLLI Board and Executive Committees.

Site Coordinator. The Site Coordinator reports to the Director and works closely with the Executive Committee. The Site Coordinator is responsible for the following activities:

- Maintain the program on a day-to-day basis for routine activities.
- Communicate with standing committee members regarding functions and responsibilities for program offerings.

Reserve meeting rooms and other space as needed after confirming dates/locations/times with Director.

Attend on-site Executive Committee and OLLI Board meetings when invited.

Set up technology and equipment in classrooms.

Oversee volunteer committees.

Other duties as assigned by the Director.

### **Executive Committee Officers**

The Chair shall preside at Executive Committee meetings and shall discharge other responsibilities normally assigned to a Chair.

The Chair-elect shall preside in the absence of the Chair and become Chair should the office of Chair become vacant. The Chair-elect shall coordinate activities of appointed committees.

The Secretary shall record and publish the minutes of Local Executive Committee meetings and of the annual meeting and provide advance notice of these meetings.

### **Standing Committees**

**Curriculum Committee:** With input from the Executive Committee, OLLI members, and others, plans and coordinates classes for each session, selects and contacts instructors.

**Social Committee:** Assists the Site-Coordinator with on-site registration, attendance counts, name tags and other hospitality responsibilities as requested by the Site-Coordinator.

**Membership Committee:** Working with the Site-Coordinator, plans and conducts marketing and publicity, public speaking, and catalog distribution efforts to maintain and increase membership.

### **Changes in Principles of Operation**

Changes in the Principles of Operation may be made by a majority vote of the OLLI Board at a regularly scheduled meeting, or at a special meeting called by the OLLI Board for that purpose, with due notice to the Board members prior to the meeting.