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 with programs offered in Stillwater, Tulsa and Oklahoma City/Edmond. A Site Coordinator will be selected in each location by the Director in consultation with the Executive Committee. 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, Local 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 three program sites.
- Establish networks with campus administration, alumni, community leaders, and leaders of statewide programs for older adults, such as AARP, OREA, and Department of Aging.
- 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 (e.g., brochures, video, DVD) 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 all three Local Executive Committees.

**Site Coordinator.** The Site Coordinator reports to the Director and works closely with the Local 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.
Arrange for meeting rooms and other space as needed after conferring with program planners.
Assist in making arrangements for speaker needs regarding projection equipment and any special needs such as book ordering, etc.
Arrange for any amenities, such as refreshments, lunches, etc.
Maintain a list of emergency contact names and numbers at the class site for ready access in case of member illness or injury. Maintain records of attendance at all meetings and classes.
Administer evaluation forms to attendees as needed.
Attend on-site Local Executive Committee and OLLI Board meetings when invited.
Other duties as assigned by the Director.

Local Executive Committee Officers

The Chair shall preside at Executive Committee meetings and at the annual meeting 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. Plans and conducts extracurricular activities for member cohesion.

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.