

OLLI AT DUKE BOARD OF ADVISORS
RESPONSIBILITIES OF ELECTED OFFICES
Adopted March 21, 2011

The President, Vice President, Past President and the At-Large Advisors play vital roles in the effective operations of OLLI at Duke. Although the Director is the ultimate decision maker for most matters (especially those related to finances and contracts), the President, Vice President and Past President provide essential leadership in setting the direction for OLLI at Duke and moving the organization forward. The At-Large Advisors provide an important member perspective on issues as they are considered by the Board.

The responsibilities of these positions are outlined below. These descriptions cover the major responsibilities of these elected positions but are not meant to be all-inclusive.

PRESIDENT

The President is the highest elected position within OLLI at Duke. The key responsibilities of this position are as follows:

1) Leading the Board of Advisors

- a) Appoints chairs of standing committees at the start of his / her term in April.
- b) Fills vacancies occurring on the Board when they occur during the year.
- c) Schedules and plans at least six board meetings between the beginning of his / her term in April and the following March. Specific duties include:
 - Setting the dates for all Board meetings in advance,
 - Scheduling suitable meeting rooms for each meeting,
 - Determining the agenda with input from the Director, Board members and other OLLI members,
 - Requesting, receiving and distributing various documents to the Board prior to the meeting. These include the minutes from the previous board meeting, committee reports, the Director's report and the financial report.
- d) Leads each Board meeting using proper meeting practices (e.g., Robert's Rules of Order, effective time management, etc.).
- e) Ensures that minutes are taken at each Board meeting and are distributed promptly.
- f) Supports the Director and the Assistant to the Director in their efforts to implement and administer OLLI at Duke programs.
- g) Recommends changes to OLLI at Duke policies (e.g., external communications policy) and organizational structure (e.g., consolidated standing committees), as needed.

2) Ensuring Progress of Committees and Task Forces

- a) Works with committee and task force chairs to ensure that they are making adequate progress towards their goals. Intervenes if needed to provide additional resources or direction. Occasionally sits in on committee meetings to provide support and communicate key messages without micro-managing.
- b) Regularly participates as a member of the Strategic Planning Committee.
- c) Participates on other committees and / or task forces as needed.

OLLI AT DUKE BOARD OF ADVISORS
RESPONSIBILITIES OF ELECTED OFFICES
Adopted March 21, 2011

3) Providing Visible Leadership

- a) Attends the five major OLLI at Duke social functions throughout the year (i.e., Fall Convocation, Fall Picnic, Holiday Luncheon, Winter Convocation, Annual Meeting) representing the Board of Advisors.
- b) Prepares and delivers speeches, and writes articles when requested.

4) Reaching Out to the Community

- a) In close coordination with the Director, represents OLLI to various parts of Duke University and to the external community.
- b) Attends conferences beneficial to the operation of OLLI at Duke (e.g., the OLLI National Conference, regional conferences).

VICE PRESIDENT

The Vice President is the second highest elected position within OLLI at Duke. The key responsibilities of this position are as follows:

- 1) **Standing In for the President** – if the President cannot temporarily perform his / her duties, the Vice President is expected to step in. This could include any of the presidential responsibilities outlined above.
- 2) **Assisting in Identifying Candidates to Fill Open Leadership Positions** – supports the President and the chair of the Nominating Committee in identifying candidates to fill open leadership positions as vacancies occur.
- 3) **Participating on the Board of Advisors** – actively participates on the OLLI at Duke Board of Advisors.
- 4) **Participating on Committees & Task Forces**
 - a) Actively participates as a member of the Strategic Planning Committee.
 - b) Participates on other committees and / or task forces as requested by the President or Director.
- 5) **Providing Visible Leadership**
 - a) Attends OLLI functions throughout the year (e.g., convocations, annual meeting) representing the Board of Advisors.
 - b) Prepares and delivers speeches, and writes articles when requested by the President or Director.

PAST PRESIDENT

The Past President serves in this role during the year following his / her term as President. The key responsibilities of this position are as follows:

- 1) **Assisting the Incoming President** – assists the incoming President in transitioning into the presidency.
- 2) **Supporting the President** – supports the President in carrying out the responsibilities of the office.

OLLI AT DUKE BOARD OF ADVISORS
RESPONSIBILITIES OF ELECTED OFFICES
Adopted March 21, 2011

- 3) **Participating on the Board of Advisors** – actively participates on the OLLI at Duke Board of Advisors.
- 4) **Participating on Committees & Task Forces** – participates on committees and/or task forces as requested by the President or the Director.
- 5) **Providing Visible Leadership** – attends OLLI functions throughout the year (e.g., convocations, annual meeting) representing the Board of Advisors.

AT-LARGE ADVISORS

The six At-Large Advisors each serve three-year terms; two At-Large Advisors are elected at the Annual Meeting each year. At-Large Advisors are expected to represent the interests of the general membership by taking the perspective of OLLI members.

The key responsibilities of this position are as follows:

- 1) **Participating on the Board of Advisors** – actively participates on the OLLI at Duke Board of Advisors.
- 2) **Representing the General Membership** – represents the general membership on issues of interest or concern, particularly those that arise outside of the committee structure.
- 3) **Participating on Committees & Task Forces** – participates on committees and/or task forces as requested by the President or the Director.
- 4) **Conducting Special Projects** – conducts special projects to further the goals of OLLI at Duke as requested by the President and Board.