

OLLI AT DUKE BOARD OF ADVISORS
RESPONSIBILITIES OF STANDING COMMITTEES
Adopted March 21, 2011 / Revised April 22, 2013

Standing committees play a vital role in the effective operation of OLLI at Duke. Although the Director is the ultimate decision maker for most matters (especially those related to finances and contracts), standing committees provide much of the energy to coordinate OLLI events and make things happen.

The responsibilities of our current slate of standing committees are shown below. These descriptions cover the major responsibilities of each committee but are not meant to be all-inclusive.

The chair of each committee sits on the Board of Advisors and is responsible for...

- ...Ensuring that the committee develops an annual plan to be presented for approval at the second Board meeting of the year, and implements programs to achieve its goals,
- ...Recruiting additional committee members, as needed, and
- ...Reporting on committee activities to the Board and compiling adequate documentation of these activities.

For larger committees, the chair should appoint a vice chair who can assist in fulfilling committee duties and who can lead the committee in the absence of the chair.

COMMUNICATIONS

- Produces the OLLI SPOTLIGHT and other member communications.
- Manages the OLLI member website.

CURRICULUM

- Provides and develops a broad array of interesting, stimulating and attractive courses to be offered in each of the OLLI at Duke terms.
- Recruits potential instructors, assists them in all aspects of developing classes, and works with the Director in scheduling classes.

FINANCE

- Reports on financial performance to the Director, the President and the Board.
- Participates with the Director in preparing the annual budget.
- Analyzes OLLI's fee structure and recommends changes to the Board and Director, when appropriate.
- Explores alternative methods of financing OLLI, including additional grants, as well as developing a "giving community" among our membership.

HOSPITALITY

- Organizes and coordinates hospitality aspects of OLLI events.

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INFORMATION TECHNOLOGY

- Advises the Director in matters of information technology, including, but not limited to, hardware procurement, software applications, and systems installation and performance. Gives particular attention to teaching and training our instructors and assistants, and to the budgetary implications of all technological considerations.
- Recommends possible instructors and computer classes to the Curriculum Committee.
- Monitors trends in the use of technology by members of the OLLI at Duke and other lifelong learning communities to ensure that our facilities, hardware and courses meet current and evolving needs.
- Assists members in using OLLI-provided technology.

INSTRUCTOR RELATIONS

- Enhances OLLI at Duke's relationship with existing and potential instructors. Key activities include instructor appreciation / recognition, instructor resources / faculty development, instructor communications, instructor advocacy and new instructor integration.

MEMBERSHIP

- Develops and carries out activities to integrate new members into the organization (e.g., new member orientation sessions).
- Selects, schedules and coordinates a wide variety of activities for OLLI at Duke members throughout the year.
- Coordinates the distribution of catalogs at various locations in the Triangle. This includes recruiting the Catalog Distribution Team and training them regarding the most effective means of placing our catalogs in the best locations.

NOMINATING

- Working with the President and the Director, prepares a slate of nominees for the positions to be elected at the annual meeting: the President, Vice President and two At-Large Advisors.
- Conducts the election at the annual meeting (Nominating Committee Chair).
- Working with the incoming President and the Director, identifies candidates to fill open committee chair and At-Large Advisor positions if they occur during the year.

STRATEGIC PLANNING

- Prepares and updates the OLLI at Duke Strategic Plan. Major revisions to the Strategic Plan are expected every three years; minor revisions are made as needed to keep the plan fresh and relevant.
- Assists the Director and OLLI at Duke Board in implementation of the Strategic Plan.
- Periodically updates the Board regarding progress toward achievement of the Strategic Plan and, if needed, recommends changes required to achieve it.