

Role of the OLLI Volunteer Committee

The OLLI Volunteer Committee is chaired by an appointed member of the Advisory Committee. Members include steering committee representatives and other members selected by the chairperson.

Responsibilities:

- Schedule member-volunteers to coordinate educational sessions and events:
 - Greet and check-in members and guests
 - Register new members
 - Plan for welcome remarks and introduction of presenter
 - Oversee room set-up, clean-up and refreshments (when offered)
 - Distribute hand-outs and evaluation forms.
 - Collect and summarize session evaluation forms.
- Assist OLLI staff during registration periods
 - Assembling new member packets
 - Assisting with membership invoicing and mailings
- Plan and coordinate special OLLI activities
 - Open houses
 - Annual membership meeting
 - Special events (ex. OLLI faculty gathering, holiday gathering)

Initial Steps:

- Plan for recruiting additional committee members.
- Recruit volunteer coverage for remainder of spring pilot.
- Initial planning for fall kick-off Open House