



Osher Lifelong Learning Institute at the University of Dayton (UDLLI)

President Role and Responsibilities

Name of President: Annette Casella

Role of President: The President will interface with the Assistant Dean of the University of Dayton Continuing Education and Special Programs in the management of the affairs of the UDLLI. The President presides at the meetings of the Board of Governors, at meetings of the Executive Committee, UDLLI Annual Membership Meeting, and at special meetings of the membership. At the annual membership meeting the President will present a report on the activities and affairs of the UDLLI, during the preceding year. The President is an ex-officio member of each standing special (ad hoc) committee except the Nominations Committee.

Major Responsibilities

- ❑ Meet with the Assistant Dean to review and determine whether program delivery is in compliance to the UDLLI by-laws, monitor achievement of the strategic goals, objectives and program effectiveness.
- ❑ Work with the Assistant Dean to retain status as premier University outreach program.
- ❑ Preside at all Board of Governors, Executive Board and annual membership meeting.
- ❑ Ask the President Elect to lead or attend meetings when appropriate.
- ❑ Appoint chairs and recommend members for all standing and special committees.
- ❑ Assign chair(s) for temporary committees as necessary to carry out the mission of the UDLLI.
- ❑ Present a report on the activities and affairs of the UDLLI during the preceding year at the annual meeting.
- ❑ Attend all standing and ad hoc committee meetings as an ex-officio member excluding the Nominations Committee.
- ❑ Evaluate and recommend schedule, format and logistics for special events, such as Chapman Symposium.

Activities

- ❑ Analyze UDLLI policies, strategic plan, goals and objectives with the input of the Assistant Dean and Executive Committee in order to build and maintain an effective, premier UD outreach program.
- ❑ Support the Assistant Dean in all matters of University relationships, recognizing the importance of maintaining the relationship and presence on the UD campus.
- ❑ Work with the Assistant Dean to coordinate Board, Executive Committee and meetings dates.
- ❑ Select qualified Board members to be standing or special committee chairs.
- ❑ Appoint Executive Committee members to be liaisons for all standing committees.
- ❑ Write a "letter from the President" for each *Lifelong Learner* Newsletter and other marketing materials as needed.
- ❑ Provide periodic reviews of activities to present at the Board of Governors meeting(s).
- ❑ Attend committee meetings, review all committee-meeting minutes and provide feedback.
- ❑ Maintain a communication link for the flow of information between Assistant Dean and committees.
- ❑ Determine current and future needs for volunteer support of the Assistant Dean's office.
- ❑ Evaluate and recommend potential Board members to the Nomination Committee.



Osher Lifelong Learning Institute at the University of Dayton (UDLLI)

President-Elect Role and Responsibilities

Name of President-Elect: Don Barrett

Description of Role: The role of the President-elect is to understudy the current UDLLI President by serving in the President's role whenever needed, all with the understanding that the President-Elect will succeed the President upon the expiration of the President's tenure of office. This includes maintaining a close working relationship with the President, the Assistant Dean of Special Programs and Continuing Education at the University of Dayton, committee chairs and other departments of the University, as directed by the Assistant Dean.

Major Responsibilities

Support of the President is the primary responsibility of the President-Elect and to carry out the President's duties when asked during the President's absence or whenever requested.

- ❑ Participate and cooperate with President, Assistant Dean and Executive Committee to carry out policies, strategies and objectives of the UDLLI.
- ❑ Assist in any capacity requested by the President including ad hoc membership to a committee whenever requested.
- ❑ Interact with the President, Assistant Dean and Treasurer to review budget and opportunities to reduce costs for efficiency and effectiveness of the organization.
- ❑ Organize and present the bi-annual Chapman Symposium in cooperation with the Assistant Dean and Volunteer Chair.

Activities

- ❑ Serve as a member of the Executive Committee and on the Policy and Planning Committee as an ad hoc/liaison member representing the Executive Committee.
- ❑ Participate in two additional committees, but not as a Chair or co-chair, at the discretion of the President and Assistant Dean. One of these committees will be the Nominating Committee.
- ❑ Address (or work with) any group in the promotion of the Osher Lifelong Learning Institute at the University.
- ❑ Interact with committee chairs to obtain information on objectives and financial needs in a contributory manner when requested and not in conflict with permanent responsibilities.
- ❑ Work with the Nominating Committee, the President and Assistant Dean to recruit and groom a successor.
- ❑ Develop and manage the team to deliver the bi-annual Chapman Symposium in cooperation with the Assistant Dean and Volunteer Chair.



Osher Lifelong Learning Institute at the University of Dayton (UDLLI)

Secretary Role and Responsibilities

Name of Secretary: Donna Reece

Description of Role: The Secretary of the UDLLI and of the Executive Committee of the UDLLI will carry out the responsibilities of the position and will interface with the President, Assistant Dean of Continuing Education and Special Programs at the University of Dayton, other officers, Board Members, Committee chairs in carrying out the strategic plans and objectives of the organization.

Major Responsibilities

- ❑ Participate and cooperate with the Assistant Dean and Executive Board to carry out strategies, policies, and objectives for the UDLLI.
- ❑ Keep a record of all UDLLI Executive Committee, Board of Governors and annual meetings of the UDLLI.
- ❑ Perform other duties as are usual and customary for the secretary of an organization.
- ❑ Participate with other Executive Committee Members in the implementation and management of the strategic plans.
- ❑ Participate with the Assistant Dean, Executive Committee and Board of Governors to carry out the requirements to meet all grant renewals.

Activities

- ❑ Take minutes at the Executive, Board of Governors and annual meetings and distribute those notes to the Assistant Dean and all other appropriate individuals and/or group(s).
- ❑ Assist other Executive Committee members in the exchange of information of activities, actions and objectives of the UDLLI.
- ❑ Interface with the Assistant Dean, President and Executive Committee members to provide routine reports that are required throughout the UDLLI year.
- ❑ Participate in two UDLLI standing committees and be an ad hoc committee member as directed by the President.



Osher Lifelong Learning Institute at the University of Dayton (UDLLI)

Director of Curriculum Role and Responsibilities

Name of Director of Curriculum: Patricia Madden

Role of Director: The Director of UDLLI Curriculum Planning interfaces with the Assistant Dean of the University of Dayton Continuing Education and Special Programs, the UDLLI Executive Board, Board of Governors and Curriculum Chairs to offer adults age 50 years and over premier programs that achieve the strategies and goals of the organization.

Major Responsibilities

- ❑ Participate with Executive Board to carry out strategies, policies and objectives of the UDLLI.
- ❑ Provide oversight and development of the Curriculum Chair, Curriculum Committee in partnership with the Assistant Dean and President.
- ❑ Develop and lead curriculum steering committee to oversee UDLLI program delivery and to provide consistency from one session to the next session.
- ❑ Present summary of curriculum committee activities to the Assistant Dean and Executive Committee.
- ❑ Responsible for training and support of Curriculum Chairs and Assistant Chairs.
- ❑ Evaluate members and moderators feedback and make recommendations to the Assistant Dean and Executive Committee to enhance programs effectiveness.
- ❑ Analyze program delivery and propose changes to meet members' lifelong learning education expectations.
- ❑ Interact with Assistant Dean (and team) to deliver quality services, communications, and educational programs for the UDLLI membership.
- ❑ Recommend committee member(s) who qualify as potential board member(s) to Nominations chair.

Activities

- ❑ Coordinate the activities of four subcommittee chairs (Fall, Winter, Spring and Summer).
- ❑ Analyze UDLLI policies, strategic plan, goals and objectives to help Executive Committee build and maintain an effective and premier service quality program.
- ❑ Schedule meetings with the Assistant Dean and President to discuss potential Curriculum Chairs and Co- chairs.
- ❑ Invite Assistant Dean and President to all committee meetings and coordinate meeting dates/logistics (room and parking passes) with Special Programs/UDLLI staff.
- ❑ Coordinate curriculum communication activities with the Assistant Dean to assure timely mailings to moderators and members.
- ❑ Provide training for Chair and Co-chair for leadership role, standard reports and processes.
- ❑ Work with Chair(s) to develop a balance between academic and non-academic subjects with emphasis on providing peer-to-peer learning opportunities for age 50 and over lifelong learners.
- ❑ Develop and maintain reference guidelines for consistency of curriculum leadership teams.
- ❑ Utilize experience of previous committee chairs to enhance program delivery and to problem solve unusual feedback or complaints.



Osher Lifelong Learning Institute at the University of Dayton (UDLLI)

Executive Committee Role and Responsibilities

Role of Committee: The Executive Committee will be comprised of the UDLLI elected officials (President, President-elect, Secretary and Treasurer), the immediate Past President, the Director of Curriculum, and the Assistant Dean of Special Programs and Continuing Education at the University of Dayton. During the intervals between meetings of the Board of Governors, the Executive Committee shall exercise all authority of the Board of Governors.

Major Responsibilities

- Utilize the strategic plan and bylaws as a base to annually review the performance of the organization and report its findings and recommendations to the Board.
- Participate with the Assistant Dean and other executive committee members to provide reports to meet the requirements of Osher Foundation or other grant renewals.
- Implement by-law changes and analyze the effectiveness of the organization's leadership to insure consistency in delivering a quality peer-to-peer program.
- Participate with other Executive Committee members in the implementation and management of the UDLLI strategic plan.
- Organize strategic planning retreat/meeting for UDLLI Board at least every 2 years.
- Evaluate annually the administrative services provided to the UDLLI and make recommendations to the Assistant Dean if changes are indicated.
- Define, review and update the roles and responsibilities of committees.

Activities

- Coordinate all meeting dates/logistics (rooms and parking passes) with the Special Programs/UDLLI staff.
- Meet at least four times a year, monthly if necessary, to manage and coordinate the activities of the standing committees.
- Develop timelines for organization's strategic objectives and committee measurement guidelines.
- Review and address strategic objectives progress quarterly.
- Develop strategy to monitor use of Osher funds for effectiveness and long-term relationship.
- Review and recommend to the President Board members to chair or serve on committees at the start of the fiscal year.
- Help committee chairs to recommend and groom their co-chairs for succession planning.
- Review frequency of Board meetings and meeting effectiveness
- Research "best practices" of other successful Lifelong Learning Institutes governing Board.
- Define, review and update the roles and responsibilities descriptions of committees. Give changes to the Policy and Planning Committee for review.



Osher Lifelong Learning Institute at the University of Dayton (UDLLI)

Policy and Planning Role and Responsibilities

Committee Name: Policy and Planning Committee

Committee Chairperson: Margaret Carroll

Committee Co-chair:

Role of Policy and Planning Chairperson: The Chairperson of Policy and Planning Committee will interface with the Assistant Dean of the University of Dayton Continuing Education and Special Programs. Also, the chair will meet with the UDLLI President and Executive Committee, Board of Governors, and Committee Members while developing and documenting Policy and Planning objectives.

Major Responsibilities

- Participate and cooperate with Assistant Dean, President and Executive Committee to carry out policies, strategies, and objectives of the UDLLI.
- Will insure that the Policy and Planning Committee is comprised of at least three members of the Board of Governors and shall have knowledge or experience in the planning function.
- Responsible for helping develop goals, objectives and strategic long-range plans for the UDLLI in conjunction with the President and Assistant Dean.
- Review progress to complete objectives as established under the Plans.
- Responsible for developing and recommending “statements of policy” change(s) for the Assistant Dean and President’s review prior to implementation.
- Will review the Strategic Plan and By-laws at least once each fiscal year and recommend any needed changes
- Recommend committee member(s) who qualify as potential board member(s) to Nominations chair.

Activities

- Invite Assistant Dean to all committee meetings and coordinate meeting dates/logistics (room and parking passes) with the Special Programs/UDLLI staff.
- Develop and manage plan for organizing committee to accomplish the committee’s goals and objectives.
- Responsible for developing and recommending “statements of policy” changes and forwarding them to the Assistant Dean, President and Executive Board for review prior to presenting them to the Board of Governors.
- Prepare agenda and lead meetings.
- Appoint someone to take minutes and forward to Assistant Dean, President, and committee members.
- Work with the Special Programs/UDLLI staff to assure necessary documents are ready for distribution at the meetings.
- Research and discuss all requests for revisions and develop new documents if necessary.
- Forward all revisions of By-laws, objectives, goals, statements of policy and strategic plan to the Assistant Dean, President and the Executive Committee for review prior to presenting them to the Board of Governors.



Osher Lifelong Learning Institute at the University of Dayton (UDLLI)

Curriculum Committee Role and Responsibilities

Committee Name: UDLLI Curriculum Committee

Committee Chair: Different chair each session (spring, winter, fall and summer)

Committee Co-chair: Changes each session

Role of Committee: The Curriculum Chair is responsible for developing a committee of at least five (5) members of the Board of Governors to serve on the curriculum planning and administration committee. Committee term minimum is two academic years. Additional members from the UDLLI membership may be asked to participate on the committee. The Director of Curriculum and Committee Chair (and Co-chair) will place emphasis on attracting moderators with special skills, knowledge and education.

Major responsibilities

- ❑ Participate and cooperate with the Assistant Dean of Special Programs and Continuing Education and Executive Committee to carry out strategies, policies and objectives of the UDLLI.
- ❑ Distribute timely, accurate reports to Assistant Dean, President and Director of Curriculum on potential moderators, their confirmations and status of achieving program's goals for approval.
- ❑ Develop plan to meet the UDLLI strategy and objectives for program's curriculum.
- ❑ Use reports, feedback from programs and brainstorming to research, evaluate and formulate stimulating learning opportunities.
- ❑ Develop a curriculum committee to define objectives, organization of seminars, moderator recruitment, selection, orientation, and development of quality moderators. Include Assistant Dean, President and Director of Curriculum should be included in this effort.
- ❑ Review UDLLI members' comments and feedback summary (Exhibit A), historical summary of moderators and topics (Exhibit B) and frequent moderator report (Exhibit C) before selecting moderators and topics for future session.
- ❑ Report to Director of Curriculum any problems expressed by moderators or members.
- ❑ Recommend committee member(s) who qualify as potential board member(s) to Nominations chair.

Activities

- ❑ Invite Assistant Dean and President to all committee meetings and coordinate meeting dates/logistics (room and parking passes) with the UDLLI staff.
- ❑ Work in partnership with the Assistant Dean, President and Director of Curriculum to develop Curriculum Committee.

- Retain a balance between academic and non-academic subjects with emphasis on providing peer-to-peer learning opportunities for 50 and better lifelong learners.
- Achieve goal of 30% new seminars per semester.
- Participate as a member of the Curriculum Steering Committee
- Meet with previous curriculum chair(s) to learn which new and/or repeat courses/moderators should be considered for session.
- Review “Potential Moderator” file for new moderators/courses (Exhibit D). Schedule committee meetings to: brainstorm on how to improve the curriculum; choose moderators that achieve UDLLI’s goals and objectives; give reports on progress on contacting moderators and their commitments; accomplish membership’s expectations; and meet brochure print deadline.
- Maintain moderator spreadsheet (Exhibit G) to track potential and confirmed moderators. Comments from moderator(s) on semester preferences, limited availability or other information for future curriculum committee’s planning should be noted.
- Assemble a roster of qualified people who can present stimulating topics. Committee will use the program and seminar feedback summaries, the moderator master history report (with registration totals, sessions he/she presented and category) for analysis and as basis for developing curriculum program.
- Evaluate chosen topics to make sure highly rated categories are included.
- Ask someone to take minutes and distribute them to the Assistant Dean, Executive Committee and Curriculum Committee members.
- Determine who will call identified moderators **after** approval by Assistant Dean. Write caller’s initials next to moderator name on spreadsheet for tracking purposes (Exhibit G).
- Give moderator report to Assistant Dean **for approval**. Report should categorize whether course is new, updated or revised and a total for each.
- Notify committee **AFTER approval** that the calls should be made.
- Use Interview Guidelines (Exhibit F) when calling moderators, especially for new committee members.
- Prepare and send a report (Exhibit G) of confirmed moderators names, telephone number and email address to the Assistant Dean and Special Projects staff contact. Include street address and email address if moderator is new or addresses have changed. This updated report should be sent after each meeting to facilitate timely mailings. Encourage moderator to use their email for receiving and returning their confirmation info. E-mail is preferred for efficiency and timeliness. Review the moderator letter (and confirmation form (Exhibit H) to become familiar with the information that is being requested.
- Call and review periodically the status of returned confirmations with the Special Projects team member. You may have to call moderators and remind them their information has not been received in order to meet the brochure print deadline.
- Assist with proofing of brochure draft and blue lines if you are comfortable doing this work.
- Call moderators one week before Moderator/Liaison meeting to encourage them to come to the Orientation meeting.
- Attend Orientation meeting to welcome the moderators and express our appreciation for their support.



Osher Lifelong Learning Institute at the University of Dayton (UDLLI)

Finance Committee Role and Responsibilities

Name of Committee: Finance

Name of Chairperson: Jerry Prinzing

Name of Co-chair:

Role of the Committee: The Finance Committee will be comprised of at least three members of the Board of Governors and shall have knowledge and experience in financial planning and budget development. Chaired by the Treasurer of the UDLLI, this committee will develop and recommend an annual budget. The Treasurer chairs the Finance Committee and interfaces with the Assistant Dean of the University of Dayton Continuing Education and Special Programs, the UDLLI Executive Committee, Board of Governors and committee members.

Major Responsibilities

- ❑ Participate and cooperate with Assistant Dean and Executive Committee to carry out strategies policies, and objectives of the UDLLI.
- ❑ Responsible for developing and recommending an annual budget prior to the last Executive Committee before the annual meeting.
- ❑ Interact with committee chairs to obtain information on objectives and financial needs.
- ❑ Review and recommend fund raising activities operating under UD policies, which are necessary to carry out the mission of the UDLLI.
- ❑ Provide leadership for the Board in efforts to attract money, service and decrease ongoing expenses.
- ❑ Assess periodically UDLLI's financial policies and practices for efficiency and effectiveness.

Activities

- ❑ Invite Assistant Dean and President to all committee meetings and coordinate meeting dates/logistics with the Special Programs/UDLLI staff.
- ❑ Assess UDLLI financial policies and practices at least once a year.
- ❑ Distribute financial reports on budget vs. actual expenditures to Assistant Dean, Executive Committee and Board of Governors during the fiscal year.
- ❑ Notify Assistant Dean and Executive Committee of any unusual increase/decrease in expenditures or income.
- ❑ Develop and distribute regular reports during the fiscal year for the Assistant Dean, Executive Committee and Board of Governors.
- ❑ Interact with the Assistant Dean and Executive Committee to review budget and opportunities to reduce costs for efficiency and effectiveness.



Osher Lifelong Learning Institute at the University of Dayton (UDLLI)

Membership Committee Role and Responsibilities

Name of Committee: Membership Committee

Committee Chair: CarolAnn Cannon

Committee Co-chair: John Palcher

Role of Membership Committee: The chairperson of the Membership Committee will interface with the Assistant Dean of the University of Dayton Continuing Education and Special Programs, the UDLLI Executive Committee, Board of Governors and committee members who have knowledge and experience in member recruitment and retention. The Chair is responsible for leading the committee to develop strategy, techniques and measurements to retain and grow the UDLLI membership.

Major Responsibilities

- ❑ Participate and cooperate with the Assistant Dean, President and Executive Committee to carry out strategies, policies and objectives of the UDLLI.
- ❑ Develop a committee that has at least three members of the Board of Governors with knowledge and experience in monitoring the UDLLI participation in the curriculum and special event programs.
- ❑ Review all committee activities with Assistant Dean and President for history and objectivity.
- ❑ Research how other lifelong learning institutes attract new members to their programs.
- ❑ Responsible for developing strategic and operational goals, retaining and growing members, recommendations for change in membership classes and fee structure.
- ❑ Provide milestones for the measurement of progress against established objectives.
- ❑ Recommend committee member(s) who qualify as potential board member(s) to Nominations chair.

Activities

- ❑ Invite Assistant Dean of Special Programs and Continuing Education to all committee meetings and coordinate meeting dates/logistics with the UDLLI staff.
- ❑ Responsible for periodic review of membership registration of courses/curriculum to determine changes/trends in membership.
- ❑ Appoint someone to take minutes and forward typed minutes to Assistant Dean, President and committee members.
- ❑ Use the defined measurement practices from the Assistant Dean, President and Executive Committee for membership and retention analysis. Discuss results and recommendations with Assistant Dean and Executive Committee.
- ❑ Meet with curriculum and marketing committees to share research results and coordinate marketing and membership promotions.
- ❑ Work with Assistant Dean to obtain statistics from program, course and moderator feedback forms for evaluation.
- ❑ Assist other chairpersons in the exchange of information of activities and goals.



Osher Lifelong Learning Institute at the University of Dayton (UDLLI)

Marketing Committee Role and Responsibilities

Name of Committee: Marketing Committee

Name of Chairperson: Felix Weil

Name of Co-chair:

Role of Marketing Committee: The chairperson of the Marketing Committee will interface with the Assistant Dean of the University of Dayton Continuing Education and Special Programs, the UDLLI Executive Committee, Board of Governors and committee members. The Chair is responsible for developing marketing strategy, techniques that will retain members, attract new members and improve the UDLLI publicity program.

Major Responsibilities

- Participate and cooperate with the Assistant Dean and Executive Committee to carry out strategies, policies and objectives of the UDLLI.
- Develop a committee that has at least three (3) members of the Board of Governors with knowledge and experience in retention and marketing techniques.
- Write committee's strategic and objective plan with specific timelines to strengthen the marketing endeavors for the UDLLI. Plan should reflect the UDLLI overall strategy.
- Shared responsible with the Assistant Dean for developing and carrying out plans to inform and gain support for the UDLLI and its programs, from the general and targeted public.
- Interact with *Lifelong Learner* editor on content and timelines. Keep Assistant Dean and Executive Committee informed on newsletter development, issues and concerns from editor and/or membership.
- Research how other lifelong learning institutes market their programs.
- Evaluate with the Assistant Dean how UD's public relations department can assist with marketing efforts, news releases, advertising programs, newsletter and other materials to maximum UDLLI promotional budget.
- Recommend committee member(s) who qualify as potential board member(s) to Nominations chair.

Activities

- Invite Assistant Dean of Special Programs and Continuing Education to all committee meetings and coordinate meeting dates/logistics (room and parking passes) with the Special Programs/UDLLI staff.
- Use the milestones (from the Executive Committee) for measurement of success versus strategic plans, objectives and established timelines.
- Appoint someone to take minutes and forward to Assistant Dean, President, and committee members.
- Work with the Assistant Dean and President to identify UDLLI speakers to address civic, church and other organizations.
- Coordinate committee objectives with the Assistant Dean, who in turn will contact UD's public relations and other UD faculty to provide insight on potential marketing opportunities in the media.
- Establish a communications plan with the *Lifelong Learner* editor to provide support.



Osher Lifelong Learning Institute at the University of Dayton (UDLLI)

Volunteer Committee Role and Responsibilities

Name of Volunteer Chair: Ruth Wiles

Description of Role: The Volunteer Chair interfaces with the Assistant Dean of the University of Dayton Continuing Education and Special Programs, the UDLLI Executive Committee, Board of Governors, Continuing Education administrative team and other people as dictated by the UDLLI special projects/needs.

Major Responsibilities

- ❑ Participate and cooperate with the Assistant Dean and Executive Board to carry out policies, strategies and objectives for the UDLLI.
- ❑ Develop a committee that includes at least two (2) members of the Board of Governors and UDLLI members.
- ❑ Assist the UD Office of Special Programs and Continuing Education team with administrative support and volunteers to complete projects.
- ❑ Participate with the Assistant Dean and the Executive Committee to carry out policies, strategies and goals of the UDLLI.
- ❑ Encourage maximum participation of non-Board members as volunteers to help create a pool of interested members for the volunteer (or other) committees. Potentially these volunteers may be candidates for the Board of Governors.
- ❑ Coordinate the recruitment of liaisons for tasks, such as: Special events, volunteers and assistants for other committees (when volunteers are needed) and in helping the office team when requested.
- ❑ Recommend committee member(s) who qualify as potential board member(s) to Nominations chair.

Activities

These duties are also performed by various volunteers (Board members, class participants and others who wish to assist).

- ❑ Invite the Assistant Dean of Special Programs and Continuing Education to all Committee meetings and coordinate meeting dates/logistics with the Special Programs team
- ❑ Provide a team of volunteers to assist the Chair and committee in presenting the Chapman Symposium.
- ❑ Help prepare name tags/tents for curriculum attendees.
- ❑ Assist Assistant Dean with Moderator/Liaison Orientation presentation.
- ❑ Provide assistance for Special Events Committee.
- ❑ Help Special Programs and Continuing Education team with various mailings.
- ❑ Work in partnership with other UD offices when help is needed.
- ❑ Help the Assistant Dean, President and Executive Committee in planning the annual Board of Governors meeting.



Osher Lifelong Learning Institute at the University of Dayton (UDLLI)

Special Events Committee Role and Responsibilities

Committee Name: Special Events Committee

Committee Chairperson: Bob O'Connor

Committee Co-chair:

Role of Committee: The Special Events Chairperson interfaces with the Assistant Dean of the University of Dayton Continuing Education and Special Programs, the UDLLI Executive Committee, Board of Governors, Continuing Education and Special Programs Administrative staff. The Assistant Dean and President will interact with the chairperson to develop the scheduling and organization of Special Events, such as commemorative celebrations, lunch time lectures, and symposiums.

Major Responsibilities

- ❑ Participate and cooperate with the Assistant Dean and Executive Board to carry out policies, strategies and objectives of the UDLLI.
- ❑ Develop a committee that includes at least two members of the Board of Governors and UDLLI members.
- ❑ Maintain a continuity of activities, both social and intellectual, to sustain and grow the interest of UDLLI members.
- ❑ Coordinate all activities with the Assistant Dean and Executive Board to plan Special Events.
- ❑ Develop a strategy and timetable to identify lunchtime speakers that would be of interest for the members.
- ❑ Recommend committee member(s) who qualify as potential board member(s) to Nomination chair.

Activities

- ❑ Invite the Assistant Dean of Special Programs and Continuing Education to all Committee meetings.
- ❑ Coordinate meeting dates/logistics (room and parking passes) with Special Programs/UDLLI staff.
- ❑ Forward all minutes to the President, Assistant Dean and committee members.
- ❑ Involve Assistant Dean, President and committee in assessing member preferences, speaker and topic for lunchtime lectures.
- ❑ Develop and execute plan to contact guest speakers after approval by the Assistant Dean.
- ❑ Coordinate schedule, logistics, and mailings with the Volunteer Committee and the UDLLI office.



Osher Lifelong Learning Institute at the University of Dayton (UDLLI) Assistant Dean, Special Programs and Continuing Education

Role and Responsibilities

Name of Assistant Dean: Julie Mitchell

Role of the Assistant Dean, Special Programs and Continuing Education: The Assistant Dean for Special Programs and Continuing Education serves as the University of Dayton Administrator and has the primary responsibility for the day-to-day operations of the Osher Lifelong Learning Institute at the University of Dayton, UDLLI. As a program under the auspices of Special Programs and Continuing Education, the UDLLI reports through the Assistant Dean to the Dean of the College of Arts.

The Assistant Dean is assisted by volunteers recruited from the membership and must be consulted and apprised of all policies and procedures established by the Board of Governors and such other duties and activities as the Board may direct. Together, the Assistant Dean, President and Executive Committee and the UDLLI Board of Governors will be responsible for carrying out these policies and procedures.

Major Responsibilities

- Maintain the balance between responsible institutional behavior and organizational harmony.
- Protect institutional reputation, (use of name, program appropriateness, customer service, finances).
- Uphold institutional policy, (financial management rules, personnel rules, academic policies, contractual arrangements, liability).
- Serve as an Ex-Officio member of the UDLLI Executive Committee, Board of Governors and all standing Committees.
- Manage the financial functions of the UDLLI in accordance with the policies of the University of Dayton and in cooperation with the UDLLI Treasurer. Serve as an advisor to the UDLLI Treasurer in matters of establishing budgets. Maintain all University financial records and provide copies of this information to the UDLLI Treasurer.
- Serve as the primary contact for the Osher Foundation and the administrator of the grant and for Chapman Foundation grant.
- Assure programmatic appropriateness and quality (balance, subject matter, instructor qualifications).
- Give final approval of all program/seminar content before information is printed and mailed.
- Give final approval of all printed information. Responsible for the development, printing and distribution of all printed information regarding the UDLLI – i.e.: program brochures, flyers, etc.
- Manage access to campus resources; securing approval, transfer of payments and managing expectations (parking, classrooms).
- Present an official report at UDLLI Board of Governors Meetings and the UDLLI Annual Meeting
- Maintain an annual binder of all UDLLI information, meeting minutes and other historical documents.

Major Activities

Provide office and clerical support to the UDLLI. The Special Programs and Continuing Education office telephone number must appear on all UDLLI correspondence, and the office will handle telephone calls and questions regarding the program.

- With the assistance of UDLLI volunteers, process all program registrations and oversee the mailing of all UDLLI printed materials, (program brochure, meeting announcements, program confirmation materials) sent to members and UDLLI Moderators.
- Interact with the President Elect, President and Volunteer Chair to develop strategic and operational plans for smooth delivery of the bi-annual Chapman Symposium.
- Make and confirm all UDLLI program logistics. This includes room assignments, parking arrangements, food services orders, etc.
- Schedule rooms for UDLLI Board and Committee meetings.
- Mail out minutes and meeting notices to the Board of Governors.
- Make all copies of materials for use by members of the UDLLI, or provide access to a photocopy machine.
- Perform other duties as needed or requested.