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Osher Lifelong Learning Institute
at
Rochester Institute of Technology
ARTICLE I Name

A1.0
The name of the organization shall be The Osher Lifelong Learning Institute at RIT. The physical space housing the organization shall be called The Athenaeum.

ARTICLE II Purpose

A2.0
The purpose of this organization shall be to provide opportunities for intellectual and cultural interaction for people who are fifty years of age or older. The Osher Lifelong Learning Institute is a democratic organization directed by and for its membership. Its primary focus shall be academically oriented courses and programs organized and led by the members.

ARTICLE III Relationship with RIT

A3.0
The Osher Lifelong Learning Institute shall be a self-directed membership organization under auspices of the Division of Government and Community Relations at RIT. It shall function in accordance with these bylaws as approved by the membership and by the University Trustees.

1. Facilities
   Within available resources, RIT shall provide such physical facilities as are essential to the proper functioning of the Osher Lifelong Learning Institute

2. Administrative Staff
   RIT shall appoint all staff in consultation with the Osher Lifelong Learning Institute Council. Staff shall be employees of RIT.

3. Finances
   All fiscal practices shall be coordinated and compliant with RIT procedures and subject to RIT audit standards. The Osher Lifelong Learning Institute fiscal year shall coincide with that of RIT, and the revenues and expenditures of the Osher Lifelong Learning Institute shall be reported to the RIT Controller.
ARTICLE IV Membership

Membership shall be open to people who are fifty years of age or older upon full payment of dues. Dues and types of membership shall be set by the Osher Lifelong Learning Institute Council.

ARTICLE V Meetings

The Annual Meeting of the membership of the Osher Lifelong Learning Institute shall be held in the spring of each year. The agenda for the Annual Meeting shall include the election of designated officers, the receiving of reports from officers and committees, and the handling of any other business that may arise. Notice of membership meetings shall be given thirty days prior to such meetings.

A quorum for membership meetings shall be fifteen percent of the membership.

Other meetings of the membership may be called by the Osher Lifelong Learning Institute Council as needed.

ARTICLE VI Officers

Officers of the Osher Lifelong Learning Institute Council shall be members in good standing.

The officers shall consist of a Chairperson, a Treasurer, a Secretary and Vice-Chairpersons of Program, Marketing and Participation. These officers shall be elected by the membership to serve a two-year term. The Chairperson and the Vice-Chairpersons shall be limited to one two-year term. The Treasurer and the Secretary may be chosen to run for a second two-year term. With the exception of the retiring Chairperson, who becomes Chairperson of the Advisory Committee, retiring officers may not serve as members of the Council during the year following their retirement unless elected to serve as Chairperson.

When a vacancy of office occurs, the Nominating Committee shall submit to the Council a candidate for that position. Appointment to the position requires a majority vote of the Council. All appointees shall serve until the next scheduled election for that particular office.

The Chairperson shall function as the chief elected officer in coordinating the affairs of the Osher Lifelong Learning Institute in consultation with the Program Director to further the goals of the Osher Lifelong Learning Institute. The Chairperson shall
preside at meetings of the membership, of the Council and of the Executive Committee.

The Vice-Chairpersons shall appoint chairpersons of the subcommittees, which fall within the areas of their responsibility and shall have overall responsibility for these subcommittees.

The Secretary shall keep a record of the meetings of the Council, the Executive Committee and the general membership. The Secretary shall submit minutes of the Council for approval by that body.

The Treasurer shall report regularly to the Council the receipt and expenditure of Osher Lifelong Learning Institute funds. The Treasurer shall also submit an annual budget, prepared in consultation with the Program Director and the Executive Committee. Both expenditures and the annual budget must be submitted to the Council for approval.

**ARTICLE VII  Osher Lifelong Learning Institute Council**

**A7.0**

The Osher Lifelong Learning Institute Council shall consist of the elected officers, the chairpersons of the Advisory and Nominating Committees and the subcommittee chairpersons. The Program Director and the designated representative of the Division of Government and Community Relations shall be nonvoting members of the Council.

The Council shall meet monthly except for the months of July and December, and it shall meet at a date and time set by the Council.

Between general membership meetings, the Council shall act for the organization, formulating policies and directing the affairs of the Osher Lifelong Learning Institute consistent with the policies of RIT and the goals of the Osher Lifelong Learning Institute.

**ARTICLE VIII  Committees**

**A8.0**

The Executive Committee shall consist of the elected officers. It shall meet monthly to share information and ideas. Its duties shall be determined by the Chairperson with the advice and consent of the Executive Committee. The Program Director shall serve as an *ex officio* member of the Executive Committee.
Section A

The Advisory Committee shall consist of the retiring officers and three at large members appointed by its chairperson. The retiring Council Chairperson shall chair this committee. Members shall serve for two years. The Committee shall act in an advisory capacity and shall also undertake such tasks as the Council Chairperson or the Council may request.

The Nominating Committee shall consist of five members, and it shall submit a slate of candidates at the Annual Meeting for the pertinent elective offices. This Chairperson shall be selected by the Executive Committee. Two of the members of this committee shall be current or former members of the Council. This committee shall serve for one year.

Program, Marketing and Participation committees shall be the responsibility of their respective Vice-Chairpersons. These committees shall have subcommittees assigned, and these assignments shall be set out in the Osher Lifelong Learning Institute Table of Organization, which shall be determined by the Council. These committees and subcommittees shall be reconstituted annually.

1. The Program Committee shall be responsible for the educational offerings of the Osher Lifelong Learning Institute.

2. The Marketing Committee shall be responsible for public relations, promotion and recruitment of new members for the Osher Lifelong Learning Institute.

3. The Participation Committee shall be responsible for member relations, social functions and promoting active involvement of the membership.

Ad hoc
These committees may be established as needed for specific purposes and terms by the Chairperson with approval of the Council. The Council Chairperson shall appoint the Chairperson and committee members of the ad hoc committees. Such committees shall submit a final report of their findings to the Council.

A committee Chairperson may serve as Chair of only one committee at any given time.
ARTICLE IX  Authority

A9.0

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern this organization on all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE X  Amendments

A10.0

Amendments to these bylaws may be proposed in writing by ten or more members and/or by majority vote of the Osher Lifelong Learning Institute Council. Voting on such a proposal shall occur at the next Annual Meeting provided that the proposal has been circulated to the membership at least ninety days prior to the annual meeting. A two-thirds vote of those present at the annual meeting shall be required for adoption of such a proposed amendment, subject to subsequent approval by the RIT Board of Trustees.
B1.0 COURSES

Course Schedule (Approved 4-21-99)
All courses must be scheduled according to times announced in the catalog.

Course leaders may be able to schedule a makeup or an additional class at The Athenaeum during a break period only. All arrangements must be approved by the Program Director.

Limits on Courses (Approved 11-19-03; Amended 3-17-04; Amended 10-21-09)
Course leaders may choose to set class limits on class sizes for a variety of reasons including classroom space, equipment limitations and class format. In setting limits, course leaders are encouraged to take into account natural attrition that takes place as a course proceeds.

All registrations, without exception, must be made through the Office of the Program Director. Failure by the course leader to comply will result in the course being opened to all registrants.

Changes in course registration will be achieved with the use of an Add/Drop Form.
Where feasible, leaders should be encouraged to offer additional sections for over-subscribed courses. Essential elements of these policies will be communicated to the members through the Announcements or the Course catalog on a “business as usual” basis.

Courses (Approved 8-27-97; Amended 10-21-09)
Courses are acceptable if deemed appropriate by the chair of the Course Offerings Committee in consultation with the vice Chair of Programs. Course leaders must have a Regular membership.

Courses (cancellation of) (Approved 8-27-97)
Courses may be cancelled by the course leaders due to low enrollment. However, the course must meet at least once. Class size is left to the discretion of the course leader.
B2.0 ADMINISTRATION

Published or Printed Material (Approved 8-27-98)
Any printed material or public statement by Osher Lifelong Learning Institute members which mentions The Osher Lifelong Learning Institute or may be interpreted as representing The Osher Lifelong Learning Institute is to be submitted to members of the Executive Committee/Director for review.

Equipment (Approved 1997)
If there is any adjustment needed to equipment, it should be referred to the staff. Members should not make adjustments on their own initiative.

Temporary Administration Coverage (Approved 1-23-98)
Should the circumstance occur where both Program Director and Staff Assistant are unavailable to carry out their responsibilities, The Osher Lifelong Learning Institute Advisory Committee, in consultation with the Chair of the Council and the Associate Vice-President for University Relations, will arrange for coverage by knowledgeable Osher Lifelong Learning Institute members to meet the organization’s need for the time period required. A temporary staffing person may be assigned by RIT.

Authorized Purchases (Approved 4-16-98)
The Osher Lifelong Learning Institute Program Director has authorization to spend up to $250 from the Special Projects Fund to remedy a situation at The Athenaeum, which might cause injury to others, become a security threat or otherwise adversely affect the operation of The Osher Lifelong Learning Institute. The Program Director will report on such expenditures at the Council meeting following the purchase.

Membership Lists (Approved 8-27-99)
These lists are for the use of members only. They are not to be distributed to or used by any other person or organization.

Osher Lifelong Learning Institute Agreement to Participate & Release (Approved 6-16-99)
RIT/ Osher Lifelong Learning Institute travel opportunities will require participants to sign and return the “Agreement to Participate and Release” form (See Appendix I) to the trip coordinator prior to departure. Guests will follow the same procedure. Members participating in Osher Lifelong Learning Institute travel activities are
required to sign this form once a year, at the beginning of the calendar year. A copy of this form will be kept on file in the Support Staff office and will be available.

**RIT Employee Benefit** (Approved 1-15-03)

RIT may offer employees who retire on or after June 30, 2003 a free trial membership in The Osher Lifelong Learning Institute for one term. A trial membership must be activated within one year (12 month period) of the date of retirement from RIT.
B3.0 PROCESS FOR SELECTION OF OSHER LIFELONG LEARNING INSTITUTE STAFF MEMBERS  (Approved 10-12-98)

**Staff Positions at The Osher Lifelong Learning Institute**

There are two staff positions at The Osher Lifelong Learning Institute:

1. Program Director
2. Staff Assistant

The recruitment, selection and hiring process to fill these positions is a collaborative effort between The Osher Lifelong Learning Institute council and the Associate Vice President for Government and Community Relations at RIT with the assistance and guidance of the RIT personnel staff. The policies and procedures for this process are outlined below.

**When a Staff Opening Occurs**

1. The Associate Vice President for Government and Community Relations, the Program Director of The Osher Lifelong Learning Institute, and the Chairperson of The Osher Lifelong Learning Institute Council will meet with an RIT employee relations person to:
   
a. Verify the need for the position to be filled
   
b. Make any changes in the staffing as needed to reflect current conditions and budgetary constraints
   
c. Develop a mutually agreeable announcement and determine whether the position should be advertised internally (RIT only) or in other external publications

2. In general, it is anticipated that position openings will be advertised internally and externally, except in circumstances where RIT policy situations as described in the RIT Policies and Procedures Manual (Recruitment/Procedures, Policy number 2.02). In the event that an internal search under these circumstances does not result in a suitable candidate, the search will be reopened and expanded to external candidates.

3. The Chairperson of the Council will review the results of this process with The Osher Lifelong Learning Institute Council prior to the position being advertised.
Section B

POLICIES AND PROCEDURES

Participation of The Osher Lifelong Learning Institute Representatives
The Chairperson of the Council will designate five (5) members of the council (to include the council Chair and the Chairperson of the Advisory Committee) to constitute an ad hoc committee which will review and screen applications for the position, participate in the interview process and discuss with the Associate Vice President for Government and Community Relations the merits of each candidate interviewed.

1. If the position being filled is that of Program Director, the incumbent in that position shall be involved in the screening and interview process at the discretion of the Associate Vice President and Chairperson of the Council.

2. If the position to be filled is that of Staff Assistant, the Program Director will take the lead in screening applications and setting up interviews but will involve the Associate Vice President and ad hoc committee of the Council as described above.

Recruitment and Screening
The Program Director and/or the Associate Vice President, as appropriate to the circumstances and the position involved, will work with the RIT personnel office to handle the administrative responsibilities concerned with the process of recruitment and hiring. This includes job requisition procedures, conducting reference checks, and reviewing performance appraisals of internal applicants.

Final Decision for Hiring
The final decision for hiring will rest jointly with the Associate Vice President and The Osher Lifelong Learning Institute ad hoc committee after consultation with the Program Director and the RIT employee relations administrator who is assigned to the Division of University Relations.
B4.0 MEMBERSHIP

Meetings (Approved 12-93)
The full membership of The Osher Lifelong Learning Institute shall meet at least once each calendar year.

Memberships

1. Regular and Supporting (Approved 1-95 Revised 4-07)
This policy will allow for membership to be based on a 12-month period only. The 12-month membership period at the rate of $265 for a regular membership and $130 for a supporting membership will be as follows:

   a. January 1 through December 31 of the current year.
   b. April 1 of the current year through March 31 of the following year.
   c. September 1 of the current year through August 31 of the following year.

2. Trial Membership (Approved 3-95; Revised 4-07)
A one-time trial membership is available to prospective members. The policy states: for those applicants who desire to join The Osher Lifelong Learning Institute on a one-time basis, the fee shall be $150, for the term of their choice.* This fee may be applied toward a one-year membership for the subsequent two terms.

   * Term          Dates
   Fall            Sept. 1 – Dec. 31
   Winter          Jan. 1 – Mar. 31
   Spring/Summer   Apr. 1 – Aug. 31
3. Gift Membership (Approved 10/15/03)
   A member who has paid the full membership of $265 for the year but is unable
to attend the winter term may give a “Winter Session Gift” to someone,
allowing that person to attend The Osher Lifelong Learning Institute in the
same way as a trial member. This offer will apply only for the winter session.
The person receiving the gift must give up the option of a trial membership.
The membership cannot be split; the member making the gift must be away
for the full winter term. The gift may not be given to the same person more
than once.

4. Guest Policy (Approved 12-93)
   A member may bring any guest to The Osher Lifelong Learning Institute classes
for a one-day visit.

5. Guest Passes (Approved 8-27-97)
   Guest passes will be available to Osher Lifelong Learning Institute members from
the staff. These passes may be used by any potential member.

Refusing or terminating an Applicant’s Membership (Approved 6/19/2002)
1. Application for membership to The Osher Lifelong Learning Institute shall be
   made on an annual basis in a format acceptable to The Osher Lifelong Learning
   Institute Council and RIT Administration. Membership may be denied for any of
   the following reasons:

   a. Non-payment of dues
   b. Behavior or conduct contrary to the best interests of The Osher Lifelong
      Learning Institute, its members or RIT.
   b. Or, such other good and reasonable grounds as may be determined by the
      Osher Lifelong Learning Institute Council.

2. The denial of membership shall first be considered by the Executive Committee; a
   recommendation to refuse or terminate membership must then be approved by
   the sitting Osher Lifelong Learning Institute Council. This decision shall not be
   appealable.

3. Upon termination, a member may have returned to him or her a pro rata portion
   of annual dues paid for that year.
Refund Policy (Approved 2/15/06)
The membership fee is generally nonrefundable. The Program Director in consultation with the Chair of Council may consider a refund request for individual circumstances. For administrative purposes, a request for refund must be made in writing. A processing fee may be charged.
B5.0 FINANCES/ GIFTS

Gifts to The Osher Lifelong Learning Institute (Approved 11/20/02)

Members of The Osher Lifelong Learning Institute are encouraged to make charitable gifts to The Osher Lifelong Learning Institute, which help to enhance the programs of The Osher Lifelong Learning Institute. The member may designate the gift to be applied to the Operating Fund, the Special Projects Fund, or the Endowment Fund. Solicitation for these funds and expenditures from them will be made according to the prescriptions outlined in Appendix II to this handbook.
B6.0 COMMITTEES

Vice Chairs (Approved 12-93)
Vice Chairs will acknowledge the work of each of their committee members at the end of the year.

Committee Members (Approved 12-93)
Sub-committee chairs are asked initially to work for a period of one year. However, they may be reappointed at the discretion of the Vice Chair.

Finance Committee (Approved 12-93)
A Finance Committee should be established to support the Treasurer. To maintain continuity, the Finance Committee should consist of the Treasurer and two other members appointed by the Treasurer and approved by the Executive Committee.

Endowment Committee (Approved 10/25/02)
The Endowment Committee is established to develop and manage the RIT Osher Lifelong Learning Institute Endowment Fund, known as the Osher Lifelong Learning Institute Legacy Fund. The committee will follow the policies and procedures outlined in Appendix II to this Handbook. The Chair of the committee is a member of the Finance Committee.

Terms of Office of the Executive Committee (Approved 12-93)
The Chair, Vice-Chair for Program, Vice-Chair for Marketing and Vice-Chair for Participation will serve two-year terms. It is strongly recommended that the Chair and Vice-Chair for Program will be elected at alternate years. (Vice-Chair for Participation is elected at the same time as Chair. The Vice-Chair for Marketing will be elected at the same time as the Vice-Chair for Program.) The Secretary and Treasurer will also serve for two years but may succeed themselves.

Other officers shall not be eligible for re-election to the Council until they have been off the Council for one year, unless nominated to be Chair.
Executive Committee Responsibilities (Approved 12-93)

1. Each Executive Committee member will articulate to their committee members policies and procedures that apply specifically to his/her responsibilities.

2. (Approved 4-99)
   The Executive Committee will meet prior to the general Council meeting in order to determine the issues that will be on the agenda of the general Council meeting.

   Additional issues may be brought by Council members for inclusion on the agenda with prior approval by the Chair.
C1.0 CHAIR

Goal
Provides leadership for the Executive committee and Council; encourages open communication among Vice Chairs and Council members; facilitates discussion of issues and resolution of problems; provides information to membership on important issues.

Works Closely With
Executive Committee, Program Director, and RIT Vice President of Government and Community Relations

Responsibilities
1. Chairs Osher Lifelong Learning Institute Council meetings.
2. Prepares agenda for Council meetings with Program Director and Executive Committee.
3. Calls and chairs meetings of the Executive Committee to determine the issues to be acted upon by the Council (this is at the discretion of the Chairperson).
4. With the Executive Committee, appoints Chair of Nominating Committee no later than the first month of the fall term.
5. Chairs the Annual Meeting.
6. Addresses Osher Lifelong Learning Institute events when appropriate.
7. Represents The Osher Lifelong Learning Institute at external events as appropriate.

Additional Services
Upon completion of the Council term of office, the Chairperson will serve as Chair of the Advisory Committee for two years.

Revised 10/2010
SECTION C
OSHER LIFELONG LEARNING INSTITUTE
COUNCIL RESPONSIBILITIES

C1.1 PROGRAM VICE-CHAIR

Goal
To establish and guide a stimulating educational program

Reports To
Osher Lifelong Learning Institute Council Chair

Works Closely With
The Osher Lifelong Learning Institute Council Chair and the Program Director

Responsibilities
1. Selects chairpersons and oversees the work of the following sub-committees:
   a. Course Offerings
   b. Co-Curricular Offerings
      - Intersession Programs
      - Pfaudler Enrichment Series
   c. Summer Seminar Series
   d. Travel
   e. Registration
   f. Technology
2. Calls meetings of the Program Committee as needed.
4. Attends monthly Council meetings and reports on progress of committees.

Additional Service
Upon completion of the Council term of office the Vice-Chair of Program is requested to serve for two years on the Advisory Committee.

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SECTION C
OSHER LIFELONG LEARNING INSTITUTE
COUNCIL RESPONSIBILITIES

C1.1 PROGRAM COMMITTEE

C1.1.1 COURSE OFFERINGS

Goal
To provide varied, interesting and stimulating courses and to utilize the talent and expertise of The Osher Lifelong Learning Institute members.

Reports To
Vice Chair of Program

Works Closely With
Program Director and Senior Staff Assistant

Responsibilities of the Chair
1. Chairs Course Offering Committee which arranges a program of courses for each of the 4 terms: fall, winter, spring and summer.

2. Selects committee members in consultation with the Vice Chair of Program and provides orientation for new committee members.

3. Calls regular meetings of the Course Offering Committee.

4. Facilitates the review of course proposals by the members of the Course Offering Committee each term using the guidelines developed by COC for this purpose. (These guidelines are summarized in the Course Leader Handbook).

5. Oversees the coordination of One-Session Courses.

6. Involves Committee members in Course Offering Committee activities designed to identify new course leaders and encourage and support all course leaders. These activities may include: Course Leader Brunch/Meeting, Sub Groups, Course Leader Feedback Meetings, and Contact/Mentor Relationships. Chairs the Course Leader Meeting at the start of each term.

7. Coordinates the Contact/Mentor activity by assigning each committee member a number of course leaders to maintain regular contact and encourage course leading plans. Maintains contact records and course leader lists.
8. Provides program-related materials for fall, winter and spring catalogs and May newsletter. This includes course descriptions and course leader biographies. Proofs program and calendar information in catalogs and newsletter.

9. Attends monthly Council meetings. Reports on the activities of the Course Offerings Committee and participates in discussions and decisions affecting the Osher organization.

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SECTION C
OSHER LI FELO NG LEARNI NG I NSTITUTE
COUNCIL RESPONSIBILITIES

C1.1 PROGRAM COMMITTEE

C1.1.2 PFAUDLER ENRICHMENT SERIES

Goal
Provides and introduces weekly noontime speakers during the fall, winter and spring terms. Speakers will normally be chosen from among members of the Osher Lifelong Learning Institute and the RIT faculty. Speakers from the community will also be welcome. Traditionally these programs are held on Thursdays from noon to 1 p.m.

Reports To
Vice-Chair of Program

Works Closely With
Program Director and/or Staff Assistant

Responsibilities of the Chair
1. Formulates a schedule of programs in a timely fashion to be included in the appropriate catalogs.
2. Consults with speaker for title creation.
3. Provides for a weekly poster announcing the event.
4. Confirms with speaker two weeks prior to date.
5. Consults with a member from the Tech committee for necessary audio-visual equipment (See Chair of Tech Committee.)
6. Acquaints speaker with the time limits.
7. Welcomes speaker. If not a member, introduces speaker to Program Director and Staff Assistant.
8. Provides speaker with water pitcher and tumbler.
9. Reserves seating for all presenters.
10. Sends note of thanks to speaker for presentation.
11. Attends monthly Council meetings and gives report.

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SECTION C
OSHER LIFELONG LEARNING INSTITUTE
COUNCIL RESPONSIBILITIES

C1.1 PROGRAM COMMITTEE

C1.1.3 INTERSESSION

Goal
To provide local excursions at little or no cost for Osher Lifelong Learning Institute members when the courses are not in session.

Reports To
Vice-Chair of Program

Works Closely With
Program Director and or Staff Assistant

Responsibilities of the Chair
1. Plan local trips of interest between the Fall and Winter terms and during the Summer break.
2. Planning should begin in early fall for the Winter program and in early spring for the Summer programs.
   a. An article giving the details of the excursion(s) should be prepared and submitted to the Program Director in time for publication in “Osher News and Events”.
3. A flyer with a sign-up form should also be submitted for inclusion in Osher News and Events and posted in the front lobby. Most excursions are free but if there is a fee, it must be mentioned in the flyer.
4. Dates for the Summer excursions must be coordinated with the Summer Seminar Chair, the Travel Committee Chair, and the Summer Course Schedule.
5. One half or whole day excursions are planned for the winter and summer breaks.
6. Prior to the trip, the Intersession Chair should reconfirm the date and arrangements with the person on site and give the number of participants, and verify that participants have confirmed Travel Release Forms.
7. On the day of the trip, be at the site at least fifteen minutes ahead of time; introduce the person in charge on site who will conduct the tour.
8. Attends monthly Council meetings and presents a progress report.

Revised 10/2010
C1.1 PROGRAM COMMITTEE

C1.1.4 TRAVEL

**Goal**
To provide Osher Lifelong Learning Institute members with more extended travel opportunities

**Reports To**
Vice-Chair of Program

**Works Closely With**
Program Director and Vice-Chair of Program

**Responsibilities of the Chair**
1. Prepares and presents travel plans well in advance of trip
2. Coordinates schedule with Travel and Intersession Committees
3. Appoints leaders for each trip. Publicizes trip in Osher news and Events
4. Prepares an evaluation form to distribute to participants on each trip
5. Arranges for additional publicity through the use of a poster
6. Attends monthly Council meetings and gives a progress report

**Resources**
Uses the Travel Committee’s “Policies and Procedures Handbook” as a guideline for planning all trips and implementing those plans. (Being Updated)

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SECTION C
OSHER LIFELONG LEARNING INSTITUTE
COUNCIL RESPONSIBILITIES

C1.1 PROGRAM COMMITTEE

C1.1.5 REGISTRATION

Goal
To provide and maintain an up-to-date, complete and accurate computerized record of Osher Lifelong Learning Institute membership and related data

Reports To
Vice-Chair of Program

Works Closely With
The Program Director and the Staff Assistant

Responsibilities of the Chair
1. Creates and maintains a computer data base that includes:
   a. Member name list
   b. Member data from application form
   c. Member status: Regular, Supporting or Trial
   d. Courses presented (past and present)
   e. Course leaders (past and present)
   f. Course enrollment
   g. Statistics on classroom utilization
2. Generates reports as requested on correlations that can be extracted from the data
3. Attends monthly Council meetings and reports as listed above.
   (Needs to be updated to reflect new on-line registration system)

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SECTION C
OSHER LI FELO NG LEARNING I NSTITUTE
COUNCIL RESPONSIBILITIES

C1.1 PROGRAM COMMITTEE

C1.1.6 SUMMER SEMINAR

Goal
To provide Osher Lifelong Learning Institute members with an opportunity to participate during the summer in educationally oriented day trips

Reports To
Vice-Chair of Program

Works Closely With
The Program Director

Responsibilities of the Chair
1. Provides committee members with a printout of procedures used to implement the trips.
2. Brainstorms with committee members to develop four trips each summer. Considers suitability, interest and cost of each trip. Coordinates schedule with Travel and Intersession Committees.
3. Appoints a treasurer, a secretary, a bus coordinator and a registrar.
4. Establishes time lines and completion dates for projects.
5. Submits an article to Program Director for inclusion in the May "Osher News and Events." Included should be a flyer for each trip with all specifics and sign up sheet.
6. Arranges for additional publicity through the use of a poster.
7. Prepares critique sheet to distribute to participants on each trip.
8. Schedules a meeting after each trip to review the critique sheets and to evaluate the various aspects and consider any problems that may have occurred.
9. Attends monthly Council meetings, presents the schedule of trips and gives a progress report.

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SECTION C
OSHER LIFELONG LEARNING INSTITUTE
COUNCIL RESPONSIBILITIES

C1.1 PROGRAM COMMITTEE

C1.1.7 TECHNOLOGY COMMITTEE

Goal
To facilitate the use of electronic, computer and optical technology that may enhance presentations to the membership.

Reports To
Vice-Chair of Program

Works Closely With
Vice-Chair of Program, Course Offerings Committee, Program Director and Staff Assistant

Responsibilities
1. Trains committee members (wizards) in the proper use and operating characteristics of the equipment
2. Maintain equipment records and manuals. Keeps track of maintenance and part replacement intervals
3. Sees that all equipment is properly marked as Osher Lifelong Learning Institute property.
4. Generates brief user instruction sheets to be kept with the equipment.
5. Provides guidance to the staff and the Council for new equipment and accessory needs, purchases and repairs, with consideration of budget constraints.
6. Provides committee reports on a timely basis.
7. Sees that the equipment and accessories, pre-established by the facilitator, are in the proper place at the proper time and are connected and operating correctly.
8. Trains the facilitators and wizards in the normal use of the equipment. Provides copies of brief user instruction sheets in conjunction with training.

Revised 10/2010
C1.2 MARKETING VICE-CHAIR

**Goal**
Develops a presence in the community and provides continuing promotion of the Osher Lifelong Learning Institute to increase membership.

**Reports To**
Osher Lifelong Learning Institute Council Chair

**Works Closely With**
The Osher Lifelong Learning Institute Council Chair, the other Vice Chairs, and the Program Director.

**Responsibilities**

1. Selects chairpersons and oversees the work of the following subcommittees, and other special subcommittees as required to meet the above goal. Each summer, leads the subcommittees in setting goals and organizing marketing activities for the year.
   a. New Member Development
   b. Media
   c. Speakers Program & Outreach

2. Reviews all printed and electronic marketing materials generated within or for the Osher organization and intended for internal and external usage. This includes, but is not limited to catalogs, brochures and advertising materials.

3. Reviews Osher Lifelong Learning Institute web site and suggests updates and improvements each term. Works closely with Osher Administrative Staff to assure timely postings.

4. Recruits and supervises the members of the Open House and Course Previews subcommittee.

5. Schedules and chairs meetings of the Marketing Committee.

6. Attends new members' luncheon each term.

7. Provides marketing message for the Osher Lifelong Learning Institute Announcements.

8. Prepares annual marketing budget with Treasurer, Council Chair, and Program Director.

9. Works with staff to identify high quality digital photos for use in the catalogs to illustrate some Osher Lifelong Learning Institute activities.
10. Serves on the Executive Committee of the Osher Lifelong Learning Institute Council, attends its monthly meetings and presents a progress and activity report.

Additional Service
Upon completion of the Council term of office, the Marketing Vice Chair is requested to serve a two-year term as a member of the Advisory Committee and to provide training and advice to the new Marketing Vice Chair.

Revised 6/05
Revised 10/2010
C1.2   MARKETING COMMITTEE

C1.2.1 NEW MEMBER DEVELOPMENT

Goal
To encourage and maintain membership by converting interested persons into new members

Reports To
Vice-Chair of Marketing

Works Closely With
Marketing Chair, Outreach Sub-committee, and the Participation committee’s Member Relations.

Responsibilities of the Chair
1. Recruits members of the subcommittee.
2. Coordinates the telephoning of prospective members, whose names are received from the Administrative Staff Office, to encourage membership, answer questions, and invite them to Open Houses and Course Previews.
3. Assures, for the Open Houses and Course Previews, the availability of trained greeters.
4. Schedules and chairs any necessary meetings of the subcommittee.
5. Attends meetings of the Marketing Committee and the Osher Lifelong Learning Institute Council to report results of the subcommittee activities.

Revised 6/05
Revised 10/2010
C1.2 MARKETING COMMITTEE

C1.2.2 MEDIA

Goal
To maximize, via the broadcast and print media, community awareness of The Osher Lifelong Learning Institute, its purpose, and its activities.

Reports To
Vice-Chair of Marketing

Works Closely With
Osher Lifelong Learning Institute Program Director and Staff Assistant, and the RIT News Services personnel.

Responsibilities of the Chair
1. Obtains from the previous chair, and maintains and updates a listing of all
   a. regional newspapers
   b. regional magazines
   c. radio and TV stations which have an events calendar
   d. names and phone numbers of contact people

2. Coordinates with Osher Program Director the distribution of Open Houses and
   Course Previews announcements. Tracks press coverage following release
   distribution.

3. Encourages all media contacts to feature The Osher Lifelong Learning Institute by
   making follow-up phone calls after news releases and event schedules are sent out
   by the RIT News Service.

4. Encourages and coordinates, with the help of the Osher Lifelong Learning Institute
   Program Director, the writing and submission of feature articles to the media,
   through the RIT News Service.

5. Generates creative ideas for increasing Osher Lifelong Learning Institute publicity.

6. Plans, monitors, and works with the Vice Chair of Marketing and Osher Lifelong
   Learning Institute Program Director regarding paid advertising, direct mail, and
   other publicity activities.

7. Responds to and coordinates TV and radio interview requests that may have
   been initially directed to Osher Administrative staff.

8. Attends meetings of the Marketing Committee and the Osher Lifelong
   Learning Institute Council to report results of the subcommittee activities.

Revised 6/05;
Revised 10/2010
C1.2 MARKETING COMMITTEE

C1.2.3 SPEAKERS PROGRAM AND OUTREACH

Goal
To gather names of potential new members by presenting The Osher Lifelong Learning Institute to organizations and groups in the community.

Reports To
Vice-Chair of Marketing

Works Closely With
Other members of the Marketing Committee, the Osher Lifelong Learning Institute Administrative Staff, and numerous organizations throughout the community seeking speakers.

Responsibilities of the Chair
1. Recruits committee and sub-committee members
2. Manages Speakers Program, by planning and establishing a roster of Osher Lifelong Learning Institute speakers who can speak on a range of topics to other groups in the community. The concept is that Osher Lifelong Learning Institute members will be available to speak before an audience somewhere in western New York on a topic of general interest such as a Pfau'dler speaker might deliver, during which they will include a short promotional pitch for the Osher Lifelong Learning Institute. This responsibility includes, but is not limited to:
   a. Contacting leaders of community organizations and responding to requests for information about Osher Lifelong Learning Institute.
   b. Coordinating Speaker Program events with volunteer speakers and organizations. Confirming/assuring that any needed equipment is in place.
   c. Providing information packets for distribution at events.
   d. Recording and reporting the number of attendees and potential member interest obtained at events.
   e. Referring names and contact information of potential members to the New Member Development Committee and to the Osher Lifelong Learning Institute Administrative Staff Office.
3. If appropriate, schedules and organizes an Osher presence at community events which are likely to include prospective Osher members. A representative of this committee will attend such events with Osher materials and be prepared to discuss Osher with prospective members.
4. Attends meetings of the Marketing Committee and the Osher Lifelong Learning Institute Council to report the results of the subcommittee activities.

Revised 6/05
Revised 10/2010
C1.2 MARKETING COMMITTEE

C1.2.4 COMMUNICATIONS SUBCOMMITTEE

Goal
Provides content oversight to Marketing on all printed materials and organization’s website to assure consistency of message both internally and externally as needed.

Reports To
Vice-Chair of Marketing

Works Closely With
Other Members of the Marketing Committee and Osher Administrative Staff.

Responsibilities of the Chair
1. Reviews all Osher printed and computerized promotional material for use in presentations, trade shows, and mailings.
2. Reviews Osher Lifelong Learning Institute web site and suggests updates and improvements each term. Works closely with Osher Administrative Staff to assure timely postings.

Note: Special support sub-committee for Vice-Chair Marketing; not a council position.

Effective 6/05
Revised 10/2010
C1.2  MARKETING COMMITTEE

C1.2.5 COURSE PREVIEWS/ OPEN HOUSE SUBCOMMITTEE

Goal
Establish Course Preview Sessions at the beginning of each term designed to stimulate interest in The Osher Lifelong Learning Institute in guests present and induce them to join.

Reports To
Chair New Member Development

Works Closely With
Vice Chair of Marketing, Program Director, Program Committee and Participation Committee

Responsibilities of the Chair
1. Plans and organize Course Previews and Open House week by recruiting volunteers to act as ‘greeters’ and help prospective members learn more about the Osher facility and programs.
2. Furnishes refreshments for Course Previews as required.
3. Provides final report on attendance and numbers of new members who joined during events, including appropriate contact information, to Vice Chair Marketing and Administrative Staff at Osher.

Note: Special support sub-committee for Vice-Chair Marketing; not a council position.

Effective 6/05
Revised 10/2010
C1.3 PARTICIPATION VICE-CHAIR

Goal
To provide enjoyable social events, welcome new members and create opportunities for members to participate in Osher Lifelong Learning Institute activities

Reports To
Osher Lifelong Learning Institute Council Chair

Works Closely With
Osher Lifelong Learning Institute Council Chair and Program Director

Responsibilities
2. Selects and oversees members of sub-committees for Volunteer Desk, Social, Member Relations and appoints the editor of Osher News and Events
3. Selects a speaker for the Annual Meeting with the approval of the Council members and makes all arrangements for the speaker. Determines the theme, decorations and refreshments with the social committee.
4. Appoints a “Gallery Coordinator” who arranges Mini Gallery displays.
5. Appoints a “Paperback Library” person who keeps the library books shelved and places new books on the shelves according to the posted Library Philosophy.
6. Appoints a “Sunshine” person who will send cards to members who are ill or bereaved.

Additional Service
Upon completion of the Council term of office, the Vice-Chair of Participation is requested to serve a two-year term as a member of the Advisory Committee.

Revised 10/2010
SECTION C
OSHER LIFELONG LEARNING INSTITUTE
COUNCIL RESPONSIBILITIES

C1.3 PARTICIPATION COMMITTEE

C1.3.1 SOCIAL

Goal
To plan and implement social events for The Osher Lifelong Learning Institute throughout the year. Each term committee members plan varying social events. The year ends with an annual party. The Social Committee plans refreshments for the Annual Meeting as well.

Reports To
Vice-Chair of Participation

Works Closely With
Program Director and Staff Assistant

Responsibilities of the Chair
1. Oversees all the planning of the activities of the scheduled social events including publicity, decorations, food and entertainment.
2. Fall Event
3. Winter Event
4. Annual Party
5. Recruits a working committee for each event and oversees its activities.
6. Keeps a record of the details of each event for the use of subsequent chairpersons.
7. Writes and submits an article describing coming events for the Osher News and Events and prepares a flyer with tear-off sheet to be included. Submits a short article for the weekly Participation Announcements.
8. Provides a sign-up sheet for those who wish to attend the events.
10. Submits a year-end report on all social activities to the Council.

Revised 10/2010
C1.3 PARTICIPATION COMMITTEE
C1.3.2 VOLUNTEER DESK

Goal
To assist the Program Director and the Staff Assistant in the day-to-day running of The Osher Lifelong Learning Institute

Reports To
Vice-Chair of Participation

Works Closely With
Program Director and Staff Assistant

Responsibilities of the Chair
1. Recruits volunteers to work at the volunteer desk during hours that classes are in session.
2. Provides each volunteer with details of the specific areas of responsibility:
   a. Volunteer Desk
   b. Kitchen
   c. Copy Machine
3. Conducts a training session for new volunteers before each of the three terms.
4. Maintains a schedule of persons who are expected to sit at the volunteer desk during specific time slots, and a list of possible substitutes.
5. Advises volunteers of the procedure to be followed if one cannot be at the desk at one’s specified time.
6. Attends the monthly Council meetings, and reports on status of volunteers.

Revised 10/2010
SECTION C
OSHER LIFELONG LEARNING INSTITUTE
COUNCIL RESPONSIBILITIES

C1.3 PARTICIPATION COMMITTEE

C1.3.3 MEMBER RELATIONS

Goal
To assist members in getting acquainted, feeling welcome and becoming involved in Osher Lifelong Learning Institute activities.

Reports To
Vice-Chair of Participation

Works Closely With
Program Director, Staff Assistant and New Member Development Sub-committee chairperson.

Responsibilities of the Chair
1. Establishes and chairs the Member Relations Committee.
2. Select “greeters” at the beginning of each term that will wear special ribbons on their nametags and will introduce new members to other members, encourage mixing and answer questions.
3. Provide greeters for all Preview sessions and Open House Week held at the beginning of each term.
4. Schedules and invites new members and some Council members to a brown bag luncheon shortly after the beginning of each term. The luncheon should consist of a social/orientation meeting, beverage and dessert. Information packets are distributed.
5. Obtains a list of all non-renewing members after the second week of classes. Member Relations committee members will contact each person to ask why the member chose not to renew. These lists will be compiled into a report and given to the Council.
6. Call committee meetings as needed.
7. Serves as a member of the Council and gives a report on committee activities at the monthly meeting.

Revised 10/2010
C1.3 PARTICIPATION COMMITTEE

C1.3.4 OSHER LIFELONG LEARNING INSTITUTE NEWS AND EVENTS

Goal
To coordinate and prepare each issue of Osher Lifelong Learning Institute Announcements, a monthly newsletter to keep the membership informed about the activities, speaker and programs offered through the year. Issues are prepared each month, September through June – 9 in all.

Reports To
Vice-Chair of Participation

Works Closely With
Program Director and Chairpersons of all committees within the Osher Lifelong Learning Institute Council.

Responsibilities of the Chair
1. Receive submissions from committee chairpersons. Cut-off dates for submissions are established and published for the year in advance.
2. Creates a draft version of the online News and Events.
3. Following submissions from reviewers, produces a final draft version.
4. Emails or prints a hard copy for Program Director to review and approve.
5. Implements reasonable suggestions for improving the newsletter.
6. Attends monthly Council meetings.

Revised 10/2010
C1.4 TREASURER

Goal
Provides financial expertise and guidance to the Osher Lifelong Learning Institute Council. Prepares annual budget in consultation with the Program Director and Chair of Council.

Reports To
Osher Lifelong Learning Institute Council Chair

Works Closely With
The Executive Committee, Program Director, Staff Assistant and RIT personnel

Responsibilities
1. Establishes and chairs the Finance Committee
3. Reconciles monthly Income and Expense statements and gives a financial report at each meeting of the Council. Distributes a copy of the report to each member of the Council.
4. Along with the Program Director and RIT personnel, the Finance Committee provides financial advice to The Osher Lifelong Learning Institute.
5. Prepares a year-end statement and reports to the members at the Annual Meeting.
6. Presents annual budget to RIT.
7. Upon completion of two-year term, the Treasurer may accept nomination for a second term.
8. In consultation with the Chair of the Council, will appoint a Chair of the Endowment Committee.
9. Will assist the Chair of the Endowment Committee and Chair of the Council in Choosing Endowment Committee members.

Resources
1. Income and Expense statements from the Program Director, and Staff Assistant.

Additional Service
Upon completion of Council term of office, the Treasurer is requested to serve for two years as a member of the Advisory Committee.
C1.4  TREASURER

C1.4.1 LEGACY ENDOWMENT COMMITTEE

Goal
Provide a leadership role for the Endowment Committee

Reports To
Treasurer

Works Closely With
Treasurer, Chair and Program Director

Responsibilities
1. Selects a committee in consultation with the Chair of the Council and the Treasurer of not less than five and no more than seven members including the Committee Chair

2. Calls and facilitates committee meetings; prepares and distributes minutes

3. Schedules meeting dates


5. Brings proposals reviewed to the Treasurer to be submitted to the Executive Committee and then to Council. May be asked by the Treasurer to directly attend and present proposals in his/her place.

6. Attends Council meetings and reports on the Committee’s progress and aids the discussion of proposals that the Council may be considering.

Approved 10/25/02
Revised 10/2010
C1.5  SECRETARY

Goal
To provide written records of the Osher Lifelong Learning Institute Council and Executive Committee meetings.

Reports To
Osher Lifelong Learning Institute Council Chair

Works Closely With
Council and Executive Committee, Program Director and Staff Assistant.

Responsibilities
1. Records the minutes of the Council and Executive Committee meetings and distributes copies to Council and Executive Committee members.
2. Maintains copies of all minutes, records corrections and additions approved by the Council.
3. Serves on the Executive Committee and attends meetings of the Osher Lifelong Learning Institute Council.
4. Upon completion of a two-year term, the Secretary may accept nomination for a second term.

Additional Service
Upon completion of the Council term of office, the Secretary is requested to serve a two-year term as a member of the Advisory Committee.
C1.6 NOMINATING COMMITTEE

Goal
To select and present to the Council a slate of candidates to fill the positions of those officers whose terms are expiring. Candidates will be selected for Chair of the Council, Vice-Chair for Program, Vice-Chair for Marketing, Vice-Chair for Participation, Secretary, and Treasurer when those positions are scheduled to be vacant. When approved by the Council the slate will be presented to the membership at the annual meeting.

Responsible to
The Chair of the Nominating Committee is selected by the Executive Committee and appointed no later than the first month of the fall term and reports to the Chair of the Council.

Works Closely With
Program Director, Staff Assistant, and current officers of the Council.

Responsibilities
1. The Chair of the Nominating Committee selects four additional Osher Lifelong Learning Institute members, two of whom will be members or former members of the Council, to serve as the Nominating Committee.

2. Calls meetings of the committee as appropriate.

3. Together with other committee members consults with the outgoing officers who are to be replaced to become fully conversant with the current situation.

4. Prepares a notice for the Osher Lifelong Learning Institute Announcements requesting recommendations from the membership for the positions under consideration and makes a drop box for suggestions available at the Volunteer Desk.

5. Together with the committee identifies possible candidates. Selection of those to be approached will be made by the whole committee.

6. The Chair or designated committee members approach the individuals selected for consideration, briefs them fully on the work involved, and encourages them to agree to stand for the office in question.
7. Together with other committee members keeps confidential all deliberations of the Committee and all dealings with Osher Lifelong Learning Institute members. The only names to be reported to Council will be those of the proposed candidates, i.e. those selected by the Committee and agreed to by the individual whose name is put forward.

8. Serves as Council member during the year of appointment as Chair of the Committee. Attends Council meetings and reports progress in general terms. When slate is complete presents it to the Council, preferably at least two months prior to the annual meeting. If at all possible, arranges to have the names of those nominated printed in the April Osher Lifelong Learning Institute News and Events.