

RIT



Osher Handbook

Revision Control

Date	Author(s)	Purpose/Change
4/2016	Mary Barret & Carol Qualls	Large-scale editing
1/2017	Mary Bistrovich	Added Conflict of Interest section; clarified membership dates
10/2017	Mary Bistrovich	Revised Marketing & Secretary VC to move N&E responsibilities
11/2017	Mary Bistrovich	Revised Scholarships section
4/2018	Mary Bistrovich	Revised Refund Policy section
1/2019	Mary Bistrovich	Revised Conflict of Interest section to add no solicitation by outside RIT/OLLI; Added "co-chair" language
3/2019	Mary Bistrovich	Revised Purchasing Apdx. – Council approval for over \$1,500
4/2019	Mary Bistrovich	Revised Refund Policy section; Added Recording Classes section
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8/2019	Mary Bistrovich	Added this Revision Control section since 2016

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SECTION A
BYLAWS OF THE OSHER LIFELONG LEARNING INSTITUTE AT RIT
Approved May 12, 2000
Amendments Approved May 4, 2007

SECTION A

BYLAWS OF THE OSHER LIFELONG LEARNING INSTITUTE AT RIT

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.

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ARTICLE IV Membership

A4.0

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

A5.0

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, including the upcoming year's proposed budget (to be voted on by the Council at June's meeting), 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

A6.0

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 Administrator 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.

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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 Administrator 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 Administrator and the designated representative of the Division of Government and Community Relations shall be non-voting 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 Administrator shall serve as an ex officio member of the Executive Committee.

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

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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 (see Appendix II), which shall be determined by the Council. These 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.

SECTION B
OSHER LIFELONG LEARNING INSTITUTE AT RIT
POLICIES AND PROCEDURES

SECTION B

POLICIES AND PROCEDURES

B1.0 COURSES

Course schedule (Approved 4/21/1999)

Once course times are published in the catalog, they may not be changed by the course leader.

Course leaders are able to schedule a makeup or an additional class at Osher only during a break period. All arrangements must be approved by the Program Administrator. [Note: Council approved (8/21/2013) establishing Special Interest Groups (SIGs) whose meetings cannot conflict with the academic programs and schedule. They cannot meet during Osher classes or events.]

Limits on courses (Approved 11/19/2003)

Course leaders may choose to set limits on class sizes for a variety of reasons including class format, classroom space, and equipment limitations.

All registrations, without exception, must be made through the Program Administrator.

Changes in course registration will be achieved by the use of an Add/Drop Form.

Where feasible, leaders should be encouraged to offer additional sections for over-subscribed courses. If there is a waiting list, those on it get prior opportunity to sign up the next time the course is offered.

Revised 3/17/2004, 10/21/2009

Courses (Approved 8/27/1997)

Courses are acceptable if deemed appropriate by the Course Offerings Committee in consultation with the Vice Chair of Program. Course leaders must have a full membership.

Revised 10/21/2009

Course cancellation (Approved 8/27/1997)

A course may be cancelled by the course leader due to low enrollment with the approval of the Vice Chair of Program who will inform the Program Administrator. However, the course must meet at least the first week.

Revised 4/2016

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B1.1 SPECIAL INTEREST GROUPS (SIGs)

(Approved 8/21/2013)

SIG meetings cannot conflict with the academic program and schedule and cannot meet while Osher events are being held. SIGs are administered by members who assume responsibility for running the group. A SIG Coordinator will be designated by the Vice Chair of Participation, and he/she will follow the SIG Guidelines (Appendix IV). Council has the right to review and terminate a SIG whose content is inconsistent with Osher's goals.

Written 4/2016

B1.2 RECORDING OR LIVESTREAMING OF COURSES

(Approved 4/17/2019)

Osher at RIT's resources shall not be used for the purpose of recording or live streaming Osher courses. "Resources" shall include, but not be limited to, recording equipment, media, staff time, and Wizard time. This restriction does not apply to the Pfaudler lectures, which can be recorded by an authorized Osher member.

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B2.0 ADMINISTRATIVE POLICIES

Confidential membership information (Approved 8/27/1999)

These confidential lists are for the use of members only and only as needed by Council members to carry out their Osher responsibilities. They are not to be distributed to or used by any other person or organization.

Conflict of interest and solicitation (Approved 1/18/2017)

No activities, announcements, solicitations, or promotional materials that present (or appear to present) a conflict-of-interest are permitted.

- A conflict of interest exists whenever a member's personal, professional, commercial, or financial interests or activities outside of Osher have the possibility—whether potential, real, or perceived—of resulting in a personal gain or a family member's* gain.
- RIT is a 501(c)(3) organization, and because Osher is a department of RIT, we are bound by the same IRS rules which prohibit anyone from private benefit or inurement stemming from a 501(c)(3).
- Solicitations may include but are not limited to the sale of: food/candy, trips/tours, raffle tickets, charity sponsorships.
- Those persons not members of Osher or representatives of RIT are not permitted to solicit or to distribute materials or literature for any purpose on Osher's premises at any time. Soliciting shall be defined to include, but not be limited to, the sale of tickets, the request of donations, the generation of digital communications and the recruitment of volunteers.
- Non-member speakers invited by Osher (for Pfaudler Lecture Series, Summer Seminar, Annual Meeting, Arts & Lectures, etc.) are exempt from this policy.

**Family members are defined as parents, siblings, spouses, in-laws, domestic partners, children, and dependents (RIT's University Policies Manual)*

Revised 1/2019

Published or printed material (Approved 8/27/1998)

Any printed material by Osher members which mentions Osher at RIT or may be interpreted as representing Osher is to be submitted to the Executive Committee and the Program Administrator for review and approval.

Technical equipment or furniture (Approved 8/27/1997)

If there is any adjustment needed to technical equipment or furniture, it should be referred to the wizards. Members should not make adjustments on their own initiative.

Temporary administration coverage (Approved 1/23/1998)

Should the circumstance occur where both the Program Administrator and Program Coordinator are unavailable to carry out their responsibilities, the Chair of Council and the Associate Vice President for University Relations will arrange for coverage by knowledgeable Osher members to meet the organization's need for the time period required. A temporary staffing person may be assigned by RIT.

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Travel release (Approved 6/16/1999)

Osher travel opportunities will require participants to sign and return the “Agreement to Participate and Release” form to the trip coordinator prior to departure. Guests will follow the same procedure. Members participating in Osher travel activities are required to sign this form for each trip. A copy of this form will be kept on file.

Revised 4/2016

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B3.0 PROCESS FOR SELECTION OF OSHER STAFF MEMBERS

(Approved 10/12/1998)

Staff positions at Osher

There are three staff positions at Osher:

1. Program Administrator
2. Program Coordinator
3. Program Assistant

The recruitment, selection, and hiring process to fill these positions is a collaborative effort between Osher leadership and the Associate Vice President for Government and Community Relations at RIT with the assistance and guidance of the RIT Human Resources Department. 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 Administrator of Osher, and the Chair of Osher will meet with the RIT Human Resources staff 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. Review and modify as necessary the current job description
 - d. 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 apply as described in the RIT Policies and Procedures Manual. 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 Chair of Council will review the results of this process with the Executive Committee prior to the position being advertised.

Participation of Osher representatives

The Chair of Council will designate five members of the Council (to include the Council Chair and the Chair of 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.

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1. If the position being filled is that of Program Administrator, the incumbent in that position shall be involved in the screening and interview process at the discretion of the Associate Vice President and Chair of Council.
2. If the position to be filled is that of Program Coordinator or Program Assistant, the Program Administrator 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 Administrator and/or the Associate Vice President, as appropriate to the circumstances and the position involved, will work with the RIT Human Resources Department to handle the administrative responsibilities concerned with the process of recruitment and hiring. This includes reviewing performance appraisals of internal applicants, job requisition procedures, and conducting reference checks.

Final decision for hiring

The final decision for hiring will rest jointly with the Associate Vice President and the Osher ad hoc committee after consultation with the Program Administrator, if appropriate, and the RIT Human Resources staff member who is assigned to the Division of University Relations.

Revised 4/2016

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B4.0 MEMBERSHIP

Meetings (Approved 12/1993)

The full membership of Osher will meet at least once each calendar year.

Memberships

1. Full (Approved 1/1995)

This policy will allow for membership to be based on a 12-month period as follows:

Term	Dates
Fall	September 1 – August 31 of the following year
Winter	January 1 – December 31 of the current year
Spring	April 1 – March 31 of the following year
Summer	July 1 – June 30 of the following year

Revised 4/2007, 1/2017

A full member can take unlimited classes and lead courses, participate in all social events, and participate in RIT services and programs open to Osher members.

2. Trial (Approved 3/1995)

A one-term, one-time only trial membership is available to prospective members for the term of their choice.

Term	Dates
Fall	September 1 – December 31
Winter	January 1 – March 31
Spring	April 1 – June 30
Summer	July 1 – August 31

Revised 4/2007

If a trial member wishes to convert to a full membership, the trial membership fee will be applied toward the following three consecutive terms. A trial member can take unlimited classes and participate in all activities (Pfaudler Lecture Series, Arts & Lectures events, social events, Summer Seminar Series, and SIGs). RIT services and programs that are available to Osher members are not available at this level of membership.

3. Supporting

This policy will allow for membership to be based on a 12-month period as follows:

- a. July 1 of the current year through June 30 of the following year

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- b. January 1 through December 31 of the current year
 - c. April 1 of the current year through March 31 of the following year
- A supporting member does not take classes. He/she may attend all other activities (Pfaudler Lecture Series, Arts & Lectures events, social events, Summer Seminar Series, and SIGs).

4. Gift (Approved 10/15/2003)

A member who has paid his/her full membership fee but is unable to attend the winter term may give a winter term gift to a non-member, allowing that person to attend Osher in the same way and with the same privileges as a trial member. This offer will apply only for the winter term. 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.

Guest policy (Approved 12/1993)

A member may bring any guest to Osher classes for a one-day visit. All guests must sign in at the reception desk and receive a guest name tag.

Scholarships

Scholarship funds (\$1500 annually from the budget) are available to renewing members, new members and former members (even if they have received scholarships in the past) who are experiencing severe financial hardship. Such financial assistance will be applied only toward a Full annual membership, up to 50% of the cost of said membership. Funds will be applied at the time of renewal or initial registration. Applications are confidential and will be considered on a first-come-first-served basis.

- Continue to allocate \$1500 from the budget for scholarships, as priorities allow.
- Set the scholarship at up to 50% of the cost of a full Membership, to be applied only to a full Membership.
- Make scholarships available to renewing members, new members and former members (and even if they have received scholarships in the past).
- Require a statement of financial need (but not proof).
- Require the submission of the form now in use (and as may be revised by the Administrator) for each year for which a scholarship is requested.
- In considering scholarship requests, give priority to those who have, or will, volunteer on our Committees.
- Approval of each scholarship requires the unanimous concurrence of the Program Administrator, Treasurer, and Chair.

Revised 11/2017

Refusing or terminating an applicant's membership (Approved 6/19/2002)

1. Application for membership to Osher will be made on an annual basis in a format acceptable to the Osher Council and RIT administration. Membership may be denied for any of the following reasons:

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- a. Non-payment of dues
 - b. Behavior or conduct contrary to the best interests of Osher, its members, or RIT
 - c. Or such other good and reasonable grounds as may be determined by Osher
2. The denial of membership shall first be considered by the Chair of Council and the Program Administrator; a recommendation to refuse or terminate membership must then be approved by the Executive Committee. This decision may not be appealed.
 3. Upon termination a member will have returned to him/her a pro rata portion of annual dues paid for that year.

Refund policy (Approved 2/15/2006)

In the case of the death or incapacitation of a full or trial member, a pro rata portion of their membership fee is eligible to be refunded. The membership fee is otherwise generally nonrefundable. The Program Administrator, in consultation with the Chair of Council, may consider a refund request for other individual circumstances. For administrative purposes, all refund requests must be made in writing. A processing fee will not be charged for any refund.

Revised 4/2016, 4/2018, 4/2019

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B5.0 FINANCES/GIFTS

Gifts (Approved 11/20/2002)

Members are encouraged to make charitable gifts to Osher. Doing so demonstrates members' commitment to insuring our progress and continued success. The member may designate the gift to be applied to the Greatest Need, the Legacy Fund, the Operating Fund, or the Special Projects Fund. Solicitation for these funds and expenditures from them will be made according to the procedures outlined in Appendix I of this handbook.

Revised 4/2016

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B6.0 COUNCIL COMMITTEES AND AD HOC COMMITTEES

Executive Committee responsibilities

1. The Executive Committee members will articulate to their subcommittee chairs policies and procedures that apply specifically to their responsibilities (Approved 12/1993).
2. The Executive Committee will meet prior to each Council meeting in order to determine the issues that will be on the agenda of the Council meeting (Approved 4/1999).
3. The Executive Committee will handle sensitive member issues and personnel matters.

Terms of office of the Executive Committee (Approved 12/1993)

The Chair, the Vice Chair of Marketing, the Vice Chair of Participation, and the Vice Chair of Program will serve a two-year term and may not succeed themselves. The Secretary and the Treasurer will also serve for two years but may succeed themselves.

The Chair, the Vice Chair of Participation, and the Treasurer will be elected at the same time. The following year the Vice Chair of Marketing, the Vice Chair of Program, and the Secretary will be elected.

The vice chairs will not be eligible for reelection to the Council until they have been off the Council for one year unless nominated to be Chair.

Vice chairs (Approved 12/1993)

Vice chairs are responsible for appointing subcommittee chairs (or co-chairs) and acknowledging the contributions of each of their subcommittee chairs (or co-chairs) at the end of the year.

Revised 1/2019

Subcommittee chairs (Approved 12/1993)

Subcommittee chairs (or co-chairs) initially are asked to serve for a period of one year; however, they may be reappointed at the discretion of the vice chair.

Revised 1/2019

Advisory Committee

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

Finance Committee (Approved 12/1993)

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At the discretion of the Treasurer, a Finance Committee may be constituted to support the Treasurer. To maintain continuity, the Finance Committee will consist of the Treasurer and two other members appointed by the Treasurer and approved by the Executive Committee.

Legacy Committee (Approved 10/25/2002)

The Legacy Committee is established to manage the distribution from the RIT Osher Legacy Fund. The committee will follow the policies and procedures outlined in Appendix I of this handbook. The Chair of the committee is a member of the Finance Committee. [Note: Osher has an endowment from the Bernard Osher Foundation which is managed by RIT. We receive an annual distribution that is stipulated to be used for enrichment of the Osher program.]

Ad hoc committees

These committees may be established as needed for specific purposes and terms by the Chair of Council with approval by the Council. The Chair of Council will appoint the chair who then constitutes the committee. Such committees shall submit a final report of their findings to the Council. A committee chair may serve as chair of only one committee at any given time.

Revised 4/2016

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B6.1 COUNCIL MEETINGS

1. All Council meetings are open to the general membership, but only Council members can vote.
2. Any member may request that an item be brought before the Council with prior approval by the Chair of Council.

Revised 4/2016

SECTION C
OSHER LIFELONG LEARNING INSTITUTE AT RIT
COUNCIL RESPONSIBILITIES

SECTION C

COUNCIL RESPONSIBILITIES

C1.0 CHAIR

Goal

To provide leadership for the Executive Committee and the Council; to encourage open communication among vice chairs and the Council members; to facilitate discussion of issues and resolution of problems; and to provide information to the membership on important issues.

Works Closely With

The Executive Committee, the Program Administrator, and RIT Vice President of Government and Community Relations

Responsibilities of the Chair

1. Chairs all meetings of the Council to be held January, February, March, April, May, June, August, September, October, and November
2. Prepares agenda for all meetings of the Council with the Program Administrator and the Executive Committee
3. Manages general membership requests to speak at Council meetings
4. 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 Chair) [Note: All meetings must be held at the Osher facility and must include the Program Administrator.]
5. With the Executive Committee appoints a Chair of Nominating Committee no later than the first month of the fall term
6. Chairs the Annual Meeting
7. Addresses Osher events when appropriate
8. Represents Osher at external events as appropriate

Additional Service

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

Revised 2010, 2012, 4/2016

SECTION C
OSHER LIFELONG LEARNING INSTITUTE AT RIT
COUNCIL RESPONSIBILITIES

C1.1 MARKETING VICE CHAIR

Goal

To develop a presence in the community and provide continuing promotion of Osher to ensure that membership numbers remain at a level to achieve annual financial goals.

Reports To

The Osher Council Chair

Works Closely With

The Osher Council Chair, the other vice chairs, and the Program Administrator

Responsibilities of the Marketing Chair

1. Selects chairpersons and oversees the work of the following subcommittees, and other special subcommittees as required to meet the above goal; regularly convenes the subcommittee chairs and leads them in setting goals and organizing marketing activities for the year
 - a. Media/Communications
 - b. New Member Recruitment
 - c. Outreach/Speakers Bureau
2. Reviews all printed and electronic marketing materials generated within or for the Osher organization and intended for external usage including, but not limited to catalogs, brochures, photos, and advertising materials; works with appropriate RIT staff and/or external vendors to produce print/TV/radio ads for Osher
3. Reviews the Osher website and suggests updates and improvements as needed; works closely with the Osher staff to assure timely postings
4. Assures that signed photo releases are obtained and filed
5. Organizes Course Previews for new Osher prospects each term in conjunction with Course Offerings Committee (COC)
6. Submits marketing-related articles to the monthly Osher News & Events and generates advertising/marketing announcements to the membership as appropriate
7. Prepares annual marketing budget with the Treasurer, the Chair of Council, the Program Administrator, and the Program Coordinator; monitors and reports on marketing expenditures
8. Serves on the Executive Committee of the Council; attends all meetings of the Executive Committee and all meetings of the Council to report on the progress of the subcommittees; calls meetings of the Marketing Committee as needed and attends subcommittee meetings as needed [Note: All meetings must be held at the Osher facility and must include the Program Administrator.]
9. Acknowledges the contributions of each subcommittee chair at the end of the year
10. Attends the transfer-the-job meeting of the incoming/outgoing subcommittee chairs

Additional Service

The Marketing Vice Chair may be requested to provide marketing perspective/expertise to Osher ad hoc committees and other groups.

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OSHER LIFELONG LEARNING INSTITUTE AT RIT
COUNCIL RESPONSIBILITIES

Upon completion of the council term of office, the Vice Chair of Marketing is requested to serve a two-year term as a member of the Advisory Committee and to provide requested advice to the incoming Marketing Vice Chair.

Revised 2005, 2010, 2012, 4/2016, 10/2017

SECTION C
OSHER LIFELONG LEARNING INSTITUTE AT RIT
COUNCIL RESPONSIBILITIES

C1.1 MARKETING COMMITTEE

C1.1.1 MEDIA/COMMUNICATIONS

Goal

To maximize, via broadcast and print media, community awareness of Osher, its purpose and activities, and to provide content oversight to marketing on all printed materials and the organization's website to assure consistency of message.

Reports To

The Vice Chair of Marketing

Works Closely With

The Program Administrator, the Osher staff, and the RIT University News Services

Responsibilities of the Media/Communications Chair

1. Recruits members of the subcommittee
2. Schedules and chairs any necessary meetings of the subcommittee [Note: All meetings of the subcommittee must be held at the Osher facility and must include the Program Administrator.]
3. 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
4. Reviews all Osher printed and computerized promotional material for use in presentations, trade shows, and mailings
5. Regularly reviews the Osher website and suggests updates and improvements; works closely with the Program Administrator to assure timely postings
6. Works with the Osher staff to include appropriate information on the electronic display board
7. Reviews the weekly announcements for accuracy and completeness
8. Works with committees to assure that postings for events are attractive, well-coordinated, and standardized
9. Works with the Osher staff to coordinate our website calendar of events to avoid scheduling conflicts
10. Coordinates with the Program Administrator for the distribution of Course Preview announcements; tracks press coverage following release distribution
11. Encourages all media contacts to feature Osher by making follow-up phone calls after news releases and event schedules are sent out by the RIT University News Services
12. Encourages and coordinates, with the help of the Program Administrator, the writing and submission of feature articles to the media through the RIT University News Services
13. Generates creative ideas for increasing Osher publicity

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COUNCIL RESPONSIBILITIES

14. Plans, monitors, and works with the Vice Chair of Marketing and the Program Administrator regarding paid advertising, direct mail, and other publicity activities
15. Responds to and coordinates TV and radio interview requests that may have been initially directed to the Program Administrator
16. Attends all scheduled meetings called by the Vice Chair of Marketing and all meetings of the Council to report budget expenditures and marketing efforts
17. Attends the transfer-the-job meeting of the incoming/outgoing subcommittee chairs
18. Initially serves for a period of one year but may be reappointed at the discretion of the vice chair

Revised 2005, 2010, 2012, 4/2016

SECTION C
OSHER LIFELONG LEARNING INSTITUTE AT RIT
COUNCIL RESPONSIBILITIES

C1.1 MARKETING COMMITTEE

C1.1.2 NEW MEMBER RECRUITMENT

Goal

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

Reports To

The Vice Chair of Marketing

Works Closely With

The Marketing Vice Chair, Outreach Subcommittee, and the Participation Committee's Member Relations

Responsibilities of the New Member Recruitment Chair

1. Recruits members of the subcommittee
2. Coordinates the telephoning of prospective members (whose names are received from the Osher staff office) to encourage membership, answer questions, and invite them to Course Previews
3. Assures, for the Course Previews, the availability of trained greeters
4. Schedules and chairs any necessary meetings of the subcommittee [Note: All meetings of the subcommittee must be held at the Osher facility and must include the Program Administrator.]
5. Attends all scheduled meetings called by the Vice Chair of Marketing and all meetings of the Council to report results of the subcommittee activities
6. Attends the transfer-the-job meeting of the incoming/outgoing subcommittee chairs
7. Initially serves for a period of one year but may be reappointed at the discretion of the vice chair

Revised 2005, 2010, 2012, 4/2016

SECTION C
OSHER LIFELONG LEARNING INSTITUTE AT RIT
COUNCIL RESPONSIBILITIES

C1.1 MARKETING COMMITTEE

C1.1.4 OUTREACH/SPEAKERS BUREAU

Goal

To gather names of potential new members by presenting lectures about Osher to organizations and groups in the community.

Reports To

The Vice Chair of Marketing

Works Closely With

Other members of the marketing committees, the Osher staff, and numerous organizations throughout the community who are seeking speakers

Responsibilities of the Outreach/Speakers Bureau Chair

1. Recruits members of the subcommittee
2. Schedules and chairs any necessary meetings of the subcommittee [Note: All subcommittee meetings must be held at the Osher facility and must include the Program Administrator.]
3. Establishes a roster of Osher members who can speak on a range of topics to other groups in the community
4. Seeks ways to increase membership through outreach by:
 - a. Contacting leaders of community organizations and scheduling of the speakers with the Speakers Bureau
 - b. Providing information packets for distribution at speaking events
 - c. Maintaining data on the number of attendees and potential member interest obtained at events
 - d. Referring names and contact information of potential members to the New Member Recruitment Committee and to the Osher staff
 - e. Scheduling and organizing an Osher presence at community events if requested by the Executive Committee and the Marketing Vice Chair
5. Attends all scheduled meetings called by the Vice Chair of Marketing and all meetings of the Council to report the results of the subcommittee activities
6. Attends the transfer-the-job meeting of the incoming/outgoing subcommittee chairs
7. Initially serves for a period of one year but may be reappointed at the discretion of the vice chair

Revised 2005, 2010, 2012, 4/2016

SECTION C
OSHER LIFELONG LEARNING INSTITUTE AT RIT
COUNCIL RESPONSIBILITIES

C1.2 PARTICIPATION VICE CHAIR

Goal

To provide enjoyable social events, welcome new members, and create opportunities for members to participate in Osher activities.

Reports To

The Osher Council Chair

Works Closely With

The Osher Council Chair and the Program Administrator

Responsibilities of the Participation Chair

1. Selects chairpersons and oversees the work of the following subcommittees, and other special subcommittees as required to meet the above goal; regularly convenes the subcommittee chairs and leads them in setting goals and organizing participation activities for the year
 - a. Member Relations
 - b. Social
 - c. Summer Seminar Series
 - d. Survey
2. 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
3. Appoints a "Gallery Coordinator(s)" who arranges mini gallery displays at Osher
4. Appoints an "Osher Librarian(s)" who maintains the library and its functions
5. Appoints a "Sunshine" person(s) who is the members' corresponding secretary (bereavement, illness, and welcome cards)
6. Appoints a Special Interest Groups (SIGs) coordinator who oversees SIG activities and writes a monthly SIG article for Osher News & Events
7. Serves on the Executive Committee of the Council; attends all meetings of the Executive Committee and all meetings of the Council to report on the progress of the subcommittees; calls meetings of the Participation Committee as needed and attends subcommittee meetings as needed [Note: All meetings must be held at the Osher facility and must include the Program Administrator.]
8. Acknowledges the contributions of each subcommittee chair at the end of the year
9. Attends the transfer-of-job meeting of the incoming/outgoing subcommittee chairs

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 and to provide requested advice to the incoming Participation Vice Chair.

Revised 2010, 2012, 4/2016

SECTION C
OSHER LIFELONG LEARNING INSTITUTE AT RIT
COUNCIL RESPONSIBILITIES

C1.2 PARTICIPATION COMMITTEE

C1.2.1 MEMBER RELATIONS

Goal

To familiarize new members with the benefits of Osher membership, and to help them become familiar with Osher's facility and history. Also to encourage the participation of new members in all aspects of membership: taking and leading classes, serving on committees, and attending social events.

Reports To

The Vice Chair of Participation

Works Closely With

The Program Administrator, the Osher staff, and the New Member Recruitment Subcommittee Chairperson

Responsibilities of the Member Relations Chair

1. Establishes and chairs the Member Relations Committee
2. Matches seasoned peers with new members to welcome and accompany them to their first class and provide support as needed during their initial term
3. Schedules and invites the new members, together with the Vice Chair of Participation, the Chair of Council, Member Relations Committee members, and the Program Administrator to a brown bag orientation luncheon in week three of each new term (except summer); prepares presentation (e.g., handouts, wizard support); arranges dessert and beverages
4. Manages the exit survey process (including survey construction revision, if needed, compiling, and interpreting results), and makes an annual report to the Council
5. Calls subcommittee meetings as needed [Note: All subcommittee meetings must be held at the Osher facility and must include the Program Administrator.]
6. Attends all scheduled meetings called by the Vice Chair of Participation and all meetings of the Council to report results of the subcommittee activities
7. Makes a final report of the expenditures against the budgeted amount no later than the June Council Meeting
8. Attends the transfer-the-job meeting of the incoming/outgoing subcommittee chairs
9. Initially serves for a period of one year but may be reappointed at the discretion of the vice chair

Revised 2010, 2012, 4/2016

SECTION C
OSHER LIFELONG LEARNING INSTITUTE AT RIT
COUNCIL RESPONSIBILITIES

C1.2 PARTICIPATION COMMITTEE

C1.2.2 SOCIAL

Goal

To plan and implement social events for the enjoyment of members throughout the year ending with an annual picnic. The social committee plans refreshments for the Annual Meeting as well.

Reports To

The Vice Chair of Participation

Works Closely With

The Program Administrator and the Osher staff

Responsibilities of the Social Chair

1. Recruits members of the subcommittee
2. Schedules and chairs any necessary meetings of the subcommittee [Note: All meetings must be held at the Osher facility and must include the Program Administrator.]
3. Oversees all the planning of the activities of the scheduled social events including publicity, decorations, food, entertainment, and clean up; strives for offering at least three events in a calendar year: fall, winter, picnic
4. Coordinates refreshments at the Osher Annual Meeting with the Chair of Council
5. Recruits a working committee for each event and directs its activities, including clean up following the event
6. Records all details for current committee use as well as for future committees
7. Publicizes each event: writes and submits an article describing the coming events for the Osher News & Events [Note: News & Events articles must be submitted at least one month before the event takes place.]; writes and submits an announcement for the weekly announcements at least two weeks prior to the event
8. Prepares a flyer with a tear-off sheet for enrollment to be placed near the poster of the event
9. Organizes purchases for all events; all purchases must use a purchase order to be processed through the Program Administrator
10. Attends the transfer-the-job meeting of the incoming/outgoing subcommittee chairs
11. Initially serves for a period of one year but may be reappointed at the discretion of the vice chair
12. Attends all scheduled meetings called by the Vice Chair of Participation and all meetings of the Council to report on the status of social events, including a financial report on the event which is obtainable from staff
13. Submits a year-end report on all social activities to the Council

Revised 2010, 2012, 4/2016

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C1.2 PARTICIPATION COMMITTEE

C1.2.3 SUMMER SEMINAR SERIES

Goal

To provide Osher members with an opportunity to participate during the summer in educationally oriented day trips.

Reports To

The Vice Chair of Participation

Works Closely With

The Program Administrator

Responsibilities of the Summer Seminar Series Chair

1. Recruits members of the subcommittee
2. Provides committee members with a printout of procedures used to implement the trips
3. Brainstorms with committee members to develop four trips each summer; considers suitability, interest, and cost of each trip; coordinates schedule with Intersession Chair
4. Appoints a secretary and a bus coordinator (registration is handled by office and person(s) involved with the trip)
5. Establishes time lines and completion dates for projects
6. Submits an article to the Osher News & Events Editor for inclusion in the April edition; creates a flyer for each trip with all specifics and a sign-up sheet
7. Arranges for additional publicity (other than the article in the newsletter) through the use of a poster
8. Prepares the critique sheet to distribute to participants on each trip
9. Schedules a meeting after each trip to review the critique sheets, evaluate the various aspects, and consider any problems that may have occurred
10. Attends all scheduled meetings called by the Vice Chair of Participation and all meetings of the Council to present the schedule of trips and give a progress report
11. Arranges Summer Seminar Series Committee meetings [Note: All meetings must be held at the Osher facility and must include the Program Administrator.]
12. Attends the transfer-the-job meeting of the incoming/outgoing subcommittee chairs
13. Initially serves for a period of one year but may be reappointed at the discretion of the vice chair

Revised 2010, 2012, 4/2016

SECTION C
OSHER LIFELONG LEARNING INSTITUTE AT RIT
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C1.2 PARTICIPATION COMMITTEE

C1.2.4 SURVEY

Goal

To implement a program of member opinion/satisfaction surveys as an ongoing tool for program evaluation and improvement. These ongoing surveys will be short and focused on specific questions or issues where broad member input is important. Members should receive timely feedback on the results of these surveys and be informed of actions taken in response.

Reports To

The Vice Chair of Participation

Works Closely With

The Program Administrator and the Osher staff

Responsibilities of the Survey Chair

1. Recruits members of the subcommittee
2. Schedules and chairs any necessary meetings of the subcommittee [Note: All meetings of the subcommittee must be held at the Osher facility and must include the Program Administrator.]
3. Develops/updates Guidelines for Conducting a Survey
4. Updates the Survey Proposal Form as needed
5. Maintains an Osher Survey Notebook (the Osher Survey Notebook will contain the Guidelines, Proposal Form, and summary results of all completed surveys)
6. Provides assistance and guidance to Osher committees in completing the Survey Proposal Form
7. Reviews survey proposals and translates the approved proposal into a draft survey
8. Pretests draft surveys following a review of draft by the originating committee
9. Distributes final surveys to the Osher membership, or a specific sub-set of the membership, via email link
10. Makes hard copies of all surveys available for members who do not have access to email
11. Provides detailed summaries of survey results to the originating committee
12. Provides summary results of surveys, in cooperation with the originating committee, to the membership through publication in the Osher News & Events
13. Attends all scheduled meetings called by the Vice Chair of Participation and all meetings of the Council and reports on subcommittee activities
14. Attends the transfer-the-job meeting of the incoming/outgoing subcommittee chairs
15. Initially serves for a period of one year but may be reappointed at the discretion of the vice chair

Revised 2012, 4/2016

SECTION C
OSHER LIFELONG LEARNING INSTITUTE AT RIT
COUNCIL RESPONSIBILITIES

C1.3 PROGRAM VICE CHAIR

Goal

To help establish and guide a stimulating educational program in accordance with the Osher Mission Statement (see Bylaws, Article II).

Reports To

The Osher Council Chair

Works Closely With

The Osher Council Chair and the Program Administrator

Responsibilities of the Program Chair

1. Selects chairpersons and oversees the work of the following subcommittees, and other special subcommittees as required to meet the above goals; regularly convenes the subcommittee chairs and leads them in setting goals and organizing program activities for the year
 - a. Course Offerings
 - b. Intersession
 - c. Pfaudler Lecture Series
 - d. Technology
 - e. Wizards
2. Serves on the Executive Committee of the Council; attends all meetings of the Executive Committee and all meetings of the Council to report on the progress of the subcommittees; calls meetings of the Program Committee as needed and attends subcommittee meetings as needed [Note: All meetings must be held at the Osher facility and must include the Program Administrator.]
3. Acknowledges the contributions of each subcommittee chair at the end of the year
4. Attends the transfer-of-job meeting of the incoming/outgoing subcommittee chairs

Additional Service

Upon completion of the Council term of office, the Vice Chair of Program is requested to serve a two-year term as a member of the Advisory Committee and to provide requested advice to the incoming Program Vice Chair.

Revised 2010, 2012, 4/2016

SECTION C
OSHER LIFELONG LEARNING INSTITUTE AT RIT
COUNCIL RESPONSIBILITIES

C1.3 PROGRAM COMMITTEE

C1.3.1 COURSE OFFERINGS

Goal

To provide varied, interesting, and stimulating courses which utilize the talent and expertise of the Osher members.

Reports To

The Vice Chair of Program

Works Closely With

The Program Administrator and the Osher staff

Responsibilities of the Course Offerings Chair (COC)

1. Chairs the Course Offerings Committee which arranges a program of courses for each of the academic terms: fall, winter, and spring
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 Offerings Committee [Note: All meetings must be held at the Osher facility and must include the Program Administrator.]
4. Facilitates the review of course proposals by the members of the Course Offerings 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 Classes
6. Involves committee members in Course Offerings Committee activities designed to identify new course ideas and leaders and encourages and supports all course leaders (may include: contact/mentor relationships, course leader feedback meetings, new course leader orientations, and sub groups); chairs the Course Leader Meeting/Brunch at the start of each academic term (Fall, Winter, Spring)
7. Coordinates the contact/mentor activity by assigning each committee member a number of course leaders with whom 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 the communication containing the summer term's course descriptions and course leader biographies; proofs program and calendar information in catalogs
9. Selects course leaders to be speakers for the Course Previews
10. Organizes and chairs the Course Leader Meeting/Brunch
11. Attends all scheduled meetings called by the Vice Chair of Program and all meetings of the Council and reports on the activities of the Course Offerings Committee; participates in discussions and decisions affecting the Osher organization
12. Attends the transfer-the-job meeting of the incoming/outgoing subcommittee chairs
13. Initially serves for a period of one year but may be reappointed at the discretion of the vice chair

Revised 2010, 2012, 4/2016

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C1.3 PROGRAM COMMITTEE

C1.3.2 INTERSESSION

Goal

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

Reports To

The Vice Chair of Program

Works Closely With

The Program Administrator and the Osher staff

Responsibilities of the Intersession Chair

1. Recruits members of the subcommittee
2. Schedules and chairs any necessary meetings of the subcommittee [Note: All meetings of the subcommittee must be held at the Osher facility and must include the Program Administrator.]
3. Plans local trips of interest between the fall, winter, and spring terms; usually 2-4 half-day trips per break
4. Begins planning in the summer for the fall program, in the early fall for the winter program, in the winter for the spring program, and in the spring for the summer program
5. Coordinates dates for the summer program with the Summer Seminar Series Chair, the Travel Committee (inactive as of March 19, 2014), and the summer course schedule
6. Prepares and submits articles giving the details of the excursion(s) in the four breaks to the Osher News & Events Editor; meets N&E deadlines
7. Creates a flyer with a sign-up form to be posted in the lobby [Note: Most excursions are free but if there is a fee, it must be mentioned in the flyer.]
8. Arrives at the venue on the day of the trip at least fifteen minutes ahead of time; introduces the person who will conduct the tour
9. Attends all scheduled meetings called by the Vice Chair of Program and all meetings of the Council to present progress reports
10. Attends the transfer-the-job meeting of the incoming/outgoing subcommittee chairs
11. Initially serves for a period of one year but may be reappointed at the discretion of the vice chair

Revised 2010, 2012, 4/2016

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C1.3 PROGRAM COMMITTEE

C1.3.3 PFAUDLER LECTURE SERIES

Goal

From a review of local and area newspapers, magazines, periodicals, and member/staff referrals, selects and invites speakers for each term's schedule of lectures. Speakers will normally be chosen from the greater Rochester and surrounding areas and may include members of Osher. Traditionally these programs are held on Thursdays between the morning and afternoon classes.

Reports To

The Vice Chair of Program

Works Closely With

The Vice Chair of Program and the Osher staff

Responsibilities of the Pfaudler Lecture Series Chair

1. Recruits members of the subcommittee (if desired by the Chair)
2. Schedules and chairs any necessary meetings of the subcommittee [Note: All meetings of the subcommittee must be held at the Osher facility and must include the Program Administrator.]
3. Sources subject and presenters from local news publications, magazines, public library speaker programs, book clubs, and other community-speaker-related activities
4. Receives and reviews subject/presenter recommendations from members and staff
5. Formally invites speakers to fill term lecture schedules
6. Consults with speakers on specific presentation titles
7. Insures correctness of speakers' names and titles
8. Develops and submits speaker's presentation schedule for term catalogs
9. Sends final details to speakers three weeks prior to presentation date, requests eblast and bio information, restates presentation time limit, and provides location directions
10. Informs speakers of no-honorarium and non-selling of products policy
11. Informs speakers of authored book selling to members privilege
12. Informs speakers of recording of presentation for in-house use
13. Provides text to staff for the weekly eblast announcing the presentations
14. Consults with the Technology Committee for necessary audio-visual wizard support
15. When required, arranges for speakers' "Reserved Parking" spot
16. Upon arrival, welcomes speakers to the Osher location
17. Reserves seating for the presenters and provides drinking water
18. Arranges for speaker's display materials and handouts for members
19. Prepares and delivers session introductory remarks
20. Insures microphone coverage for Q&A sessions; fields the requests
21. Sends letter of thanks to speakers for presentations

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- 22. Provides Pfaudler Lecture Series events article to Osher News & Events
- 23. Provides guidance and support to newly appointed Pfaudler Lecture Series Chairs
- 24. Attends all scheduled meetings called by the Vice Chair of Program and all meetings of the Council to announce the programs [Note: There are programs in the fall, winter, and spring terms.]
- 25. Attends the transfer-the-job meeting of the incoming/outgoing subcommittee chair
- 26. Initially serves for a period of one year but may be reappointed at the discretion of the vice chair

Revised 2010, 2012, 4/2016

SECTION C
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COUNCIL RESPONSIBILITIES

C1.3 PROGRAM COMMITTEE

C1.3.4 TECHNOLOGY

Goal

To provide and maintain technology in support of Osher's mission.

Reports To

The Vice Chair of Program

Works Closely With

The Vice Chair of Program, the Course Offerings Committee, the Wizards Committee, the Program Administrator, and the Osher staff

Responsibilities of the Technology Chair

1. Recruits members of the subcommittee; plans and identifies committee members as expert for key technologies including backstopping and succession planning
2. Supports the Wizards Committee and the Course Offerings Committee in training and assisting wizards and course leaders in the proper use and operation of classroom equipment and software
3. In conjunction with the wizards, provides general computer assistance and limited training to Osher members
4. Schedules meetings of the Technology Committee [Note: All subcommittee meetings will be held at the Osher facility and must include the Program Administrator.] Regular meetings will be quarterly; additional meetings to be called as needed
5. Maintains equipment records and manuals; keeps track of maintenance and part-replacement intervals
6. Documents systems [network, software tools, etc.] and procedures
7. Sees that all equipment is properly marked as Osher property and maintains inventory of equipment and location
8. Generates brief user instruction sheets to be kept with the equipment
9. Provides recommendations to the staff and the Council for new equipment and accessory needs, for purchases, and for repairs with consideration to budget constraints (see Appendix III)
10. Attends all scheduled meetings called by the Vice Chair of Program and attends all meetings of the Council and provides committee reports on a timely basis
11. In conjunction with the wizards, sees that the equipment and accessories, pre-established by course leaders, are in the proper place at the proper time and are connected and operating correctly
12. Attends the transfer-the-job meeting of the incoming/outgoing subcommittee chairs
13. Initially serves for a period of one year but may be reappointed at the discretion of the vice chair

Revised 2010, 2012, 4/2016

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OSHER LIFELONG LEARNING INSTITUTE AT RIT
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C1.3 PROGRAM COMMITTEE

C1.3.5 WIZARDS

Goal

To provide classroom support to the Osher course leaders or anyone presenting material at Osher in terms of equipment adjustments including audio, video, lighting, and other room accommodations to permit the presenter to focus primarily on delivery of the subject material.

Reports To

The Vice Chair of Program

Works Closely With

The Technology Chair, the Vice Chair of Program, the Program Administrator, and the Osher staff

Responsibilities of the Wizards Chair

1. Recruits members of the subcommittee
2. Schedules and chairs any necessary meetings of the subcommittee [Note: All meetings of the subcommittee must be held at the Osher facility and must include the Program Administrator.]
3. Acts as the primary contact for the Osher membership on all wizard-related issues and reports to the Council
4. Manages a list of defined wizard functions by delegating trained volunteers to perform the jobs (see Appendix V)
5. Distributes the jobs according to levels of involvement (see Appendix V):
 - a. Active wizards are assigned to support course leaders in courses for which the wizard registers
 - b. Inactive wizards are trained but do not take classroom assignments in courses for which they register
 - c. Wizard helpers volunteer to support any wizard administrative duties on a regular basis and will manage and train their own replacement when they choose to step down
6. Communicates items of importance to the wizard community with sparing use of the group email list: osherwizards@googlegroups.com
7. Attends all scheduled meetings called by the Vice Chair of Program and attends all meetings of the Council and provides committee reports on a timely basis
8. Attends the transfer-the-job meeting of the incoming/outgoing subcommittee chairs
9. Initially serves for a period of one year but may be reappointed at the discretion of the vice chair

Written 4/2016

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C1.4 SECRETARY

Goal

To provide written records of the Osher Council and Executive Committee meetings.

Reports To

The Osher Council Chair

Works Closely With

The Council and the Executive Committee, the Program Administrator, and the Osher staff

Responsibilities of the Secretary

1. Records the minutes of the Council, the Executive Committee, and the Annual Meeting and distributes copies to the Council, Executive Committee members, and the Program Administrator
2. Maintains copies of all agendas and their following minutes as well as corrections and additions of the minutes approved by the Council in accessible formats, both digital and print, and in the Osher office
3. Selects chairperson and oversees the work of the Osher News and Events subcommittee
4. Serves on the Executive Committee of the Council; attends all meetings of the Executive Committee, and attends all meetings of the Council

Additional Service

Upon completion of a two-year term, the Secretary may accept nomination for another two-year term.

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 and to provide requested advice to the incoming Secretary.

Revised 2012, 4/2016, 10/2017

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OSHER LIFELONG LEARNING INSTITUTE AT RIT
COUNCIL RESPONSIBILITIES

C1.4 SECRETARY

C1.4.1 OSHER NEWS & EVENTS

Goal

To coordinate and prepare each issue of the Osher News & Events, a monthly newsletter to keep the membership informed about the activities, speakers, and programs offered throughout the year. Issues will be distributed in January, February, March, April, May, June, September, October, and November. There will be no issue in July, August, or December.

Reports To

The Secretary

Works Closely With

The Program Administrator, chairpersons of all committees within the Council, and any member wishing to contribute to an issue

Responsibilities of the Osher News & Events Chair

1. Recruits members of the subcommittee
2. Schedules and chairs any necessary meetings of the subcommittee [Note: All meetings of the subcommittee must be held at the Osher facility and must include the Program Administrator.]
3. Receives submissions from committee chairpersons or members; establishes and publishes cut-off dates for submissions for the year in advance
4. Creates a draft version of the online News & Events
5. Notifies the Program Administrator that the issue is ready to review and approve
6. Notifies the Program Administrator to convert the newsletter to a PDF file and prepare for distribution (on the first working day of the month)
7. Implements reasonable suggestions for improving the newsletter
8. Attends all scheduled meetings called by the Vice Chair of Marketing and all meetings of the Council to announce the next submission deadline
9. Attends the transfer-the-job meeting of the incoming/outgoing subcommittee chairs
10. Initially serves for a period of one year but may be reappointed at the discretion of the vice chair

Revised 2010, 2012, 4/2016, 10/2017

SECTION C
OSHER LIFELONG LEARNING INSTITUTE AT RIT
COUNCIL RESPONSIBILITIES

C1.5 TREASURER

Goal

To provide financial expertise and guidance to the Osher Council; prepares annual budget in consultation with the Program Administrator and the Chair of Council; and serves as a member of the Executive Committee.

Reports To

The Osher Council Chair

Works Closely With

The Executive Committee, the Program Administrator, the Osher staff, and RIT personnel

Responsibilities of the Treasurer

1. Reviews monthly revenue and expense statements and presents a financial report at each meeting of the Council
2. Provides, together with the Chair of Council, the Program Administrator, and RIT personnel, financial advice to Osher
3. Prepares a year-end statement and reports to the general membership at the Annual Meeting
4. Presents the annual budget at the May Council meeting (with approval at the June Council meeting)
5. In consultation with the Chair of Council, appoints a Chair of the Legacy Committee
6. Assists the Chair of the Legacy Committee and the Chair of Council in choosing legacy fund committee members
7. Provides a report to the Council quarterly regarding any activity in the Legacy Fund
8. Serves on the Executive Committee of the Council; attends all meetings of the Executive Committee, and attends all meetings of the Council

Resources

Works with income and expense statements generated by the Program Administrator and the Program Coordinator, with RIT personnel being available for advice/information.

Additional Service

Upon completion of the two-year term, the Treasurer may accept nomination for another two-year term.

Upon completion of the Council term of office, the Treasurer is requested to serve a two-year term as a member of the Advisory Committee and to provide requested advice to the incoming Treasurer.

Revised 2012, 4/2016

SECTION C
OSHER LIFELONG LEARNING INSTITUTE AT RIT
COUNCIL RESPONSIBILITIES

C1.5 TREASURER

C1.5.1 LEGACY FUND COMMITTEE CHAIR

Goal

To provide a leadership role for the Legacy Fund.

Reports To

The Treasurer

Works Closely With

The Treasurer, the Chair of Council, and the Program Administrator

Responsibilities of the Legacy Fund Committee Chair

1. Selects a committee in consultation with the Chair of Council and the Treasurer of not less than four and not more than six members including the committee chair
2. Calls and facilitates committee meetings; prepares and distributes minutes [Note: All meetings must be held at the Osher facility and must include the Program Administrator.]
3. Schedules meeting dates
4. Coordinates committee efforts as specified in the Legacy Fund Policies and Procedures document (see Appendix I)
5. Brings reviewed proposals to the Treasurer to be submitted to the Executive Committee and then to the Council; if Treasurer unavailable, presents proposals in his/her place
6. Attends all meetings of the Council and reports on the committee's progress and aids the discussion of proposals that the Council may be considering
7. Initially serves for a period of one year but may be reappointed at the discretion of the Treasurer

Revised 2002, 2010, 2012, 4/2016

SECTION C
OSHER LIFELONG LEARNING INSTITUTE AT RIT
COUNCIL RESPONSIBILITIES

C1.6 ARTS & LECTURES

Goal

“The Osher Arts Program was initiated by Council in 2008 to use Osher Foundation grant support “to provide enhancements to our current program which will enrich the Osher experience for members and provide added value.” — Peter Luce, Chair of Council 2007-2009. The program, now called Arts & Lectures (A&L), should strive to arrange, typically, three events annually (one each term except summer) within the budgeted amount. Events are always free to Osher members (and their guests, space permitting).

Reports To

The Chair of Council

Works Closely With

The Program Administrator and Osher staff

Responsibilities of the Arts & Lectures Chair

1. Recruits members of the subcommittee
2. Schedules meetings with committee members to identify and develop topics and programs that would be of interest to our members in the broad areas of the “Arts” (visual, performing) and “Lectures” (history, literature, science, technology, etc.)
[Note: All meetings must be held at the Osher facility and must include the Program Administrator.]
3. Works with the committee to contact presenters and plan suitable programs
4. Works with the Program Administrator in preparing all needed contracts
5. Coordinates promotional material with the staff and assures timely advertising of planned events
6. Manages the budget so that there are sufficient funds for each program [Note: Committee members may not spend any funds on themselves.]
7. Attends all meetings of the Council and makes reports on the committee activities and expenditures
8. Makes a final report of the expenditures against the budgeted amount no later than the June Council meeting [Note: Funds must be spent in the fiscal year; they cannot be carried over to the next fiscal year.]
9. Attends the transfer-the-job meeting of the incoming/outgoing subcommittee chairs
10. Initially serves for a period of one year but may be reappointed at the discretion of the Chair of Council; no A&L Chair can serve for more than two consecutive years

Written 4/2016

SECTION C
OSHER LIFELONG LEARNING INSTITUTE AT RIT
COUNCIL RESPONSIBILITIES

C1.7 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. The Chair of Council, the Vice Chair of Participation, and the Treasurer will be elected at the time those positions are scheduled to be vacant. The following year the Vice Chair of Marketing, the Vice Chair of Program, and the Secretary will be elected when those positions are scheduled to be vacant. When approved by the Council, the slate will be presented by the Nominating Chair to the membership at the Annual Meeting.

Reports To

The Chair of Council [Note: The Nominating Committee Chair is selected by the Executive Committee and is appointed no later than the first month of the fall term.]

Works Closely With

Current officers of the Council and the Osher staff

Responsibilities of the Nominating Committee Chair

1. Selects four Osher members to serve on the committee; in accordance with the Osher Bylaws, two committee members will be current or former members of the Council
2. Convenes the committee early in the fall term and calls meetings as appropriate [Note: All meetings must be held at the Osher facility.]
3. Seeks information and recommendations, together with committee members, from current officers and the membership and compiles a list of potential candidates for each open position:
 - a. Consults with the outgoing officers to become fully conversant with the open positions and recommended experience and skills
 - b. Seeks recommendations from the membership for the open positions by various means which may include: a notice in the weekly class announcements, a drop box for recommendations, a notice in the monthly newsletter, or other means at the committee's disposal
 - c. Uses other sources to identify potential candidates including but not limited to: membership lists, registration biographical information, and previous organizational charts
4. The chair or designated committee members approaches the final candidates individually, briefs them fully on the work involved, and encourages them to agree to stand for the office in question (these meetings will occur in a private setting to ensure confidentiality)
5. The chair and committee members keep confidential all deliberations of the committee and all dealings with Osher members; the only names to be reported to Council will be those of the final candidates who have agreed to have their names on the slate

SECTION C
OSHER LIFELONG LEARNING INSTITUTE AT RIT
COUNCIL RESPONSIBILITIES

6. The chair serves as a council member during the year of appointment, attends all meetings of the Council, and reports progress in general terms; when the slate is complete, the Nominating Chair presents it to the Council, preferably at least two months prior to the Annual Meeting; when the slate has the Council approval, the Nominating Committee informs the membership by publishing the slate of candidates

Note: Nominating is a standing committee of the Osher Council. The Chair of the Nominating Committee is a voting member of the Council and is encouraged to fully participate in all meetings of the Council during the year of appointment.

Revised 2012, 4/2016

APPENDIX I
OSHER LIFELONG LEARNING AT RIT
LEGACY FUND

APPENDIX I

LEGACY FUND

POLICIES AND PROCEDURES

INTRODUCTION

A. Purpose

The purpose of the Legacy Fund is to support the long-term growth of the Osher Lifelong Learning Institute and enhance its academic programs. Proceeds of the Fund are for the exclusive use of the Osher Lifelong Learning Institute as recommended by the Executive Committee and approved by Council in accord with the mission statement of the Osher Lifelong Learning Institute.

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.

B. Relationship to other gifted funds

Members may be encouraged to make gifts to the Osher Lifelong Learning Institute in the following ways:

1. Operating Budget Fund

Funds designated to the Operating Budget ensure the ongoing maintenance and coordination of the day-to-day operation of the Osher Lifelong Learning Institute program.

2. Special Projects Fund

Monetary gifts to the Osher Lifelong Learning Institute Special Projects Fund shall be accepted without restriction as to their use and will be deposited in the Special Projects Fund. Monies in this fund will be utilized solely to benefit the Osher Lifelong Learning Institute as recommended by the Executive Committee and approved by the Council.

3. Legacy Fund

Gifts to the Legacy Fund are to support the long-term growth of the Osher Lifelong Learning Institute and to enhance its academic programs. Gifts are board designated to be treated as endowment and thus are invested through RIT, providing an annual return to be used by the Osher Lifelong Learning Institute. As board-designated funds, the principal as well as the annual return is available to the Council for use. An annual appeal for funds is made to the membership. Proceeds of the Fund are for the exclusive use of the Osher

APPENDIX I
OSHER LIFELONG LEARNING AT RIT
LEGACY FUND

Lifelong Learning Institute as recommended by the Executive Committee and approved by the Council.

C. Endowment Fund

The Endowment Fund is supported by the Osher Foundation which gifts and grants are invested by RIT and provide an annual return to be used for the Osher Lifelong Learning Institute in accordance with the Osher Foundation's endowment gift document. The principal of the fund is permanently restricted and cannot be accessed for use.

SOLICITATION OF FUNDS

A. Assumptions and policy

The Osher Lifelong Learning Institute is unique when compared with most other organizations with endowment and board designated funds. Members come together frequently, and many friendships are formed. Financial resources vary widely across the membership as do interests in charitable giving. Solicitation of contributions will be done in ways that ensure that members feel comfortable and not pressured.

B. Informing membership and management of solicitation

The Council has ultimate responsibility for informing the membership and managing the solicitation of funds. Osher Lifelong Learning Institute members will be informed initially about the legacy fund by letter. There will be no individual solicitation although a member may ask for and receive more information. Annual follow-up letters and/or periodic reminders in the Osher Lifelong Learning Institute News & Events are at the discretion of the Legacy Fund Committee.

C. Reporting and publishing donor names and contributions

Names of contributors will be published in the Osher Lifelong Learning Institute News & Events; the amounts contributed by any individual will not be published. Deviations from this policy require approval by the Osher Lifelong Learning Institute Council and consent of the donor. The total amount raised, but not the total number of contributors, will be reported to the membership periodically. In the RIT annual donor report, the names of the Osher Lifelong Learning Institute donors to the Legacy Fund, the Special Project Fund and/or the Operating Budget will be listed in a special Osher Lifelong Learning Institute section along with the total contribution. At the time of donation, Osher Lifelong Learning Institute donors may indicate on a form their desire to exclude their name from the general section of the RIT donor report in which names are listed according to donor level per agreement with RIT Office of Development.

WAYS TO GIVE

A full description of options for contributions is available through the staff.

A. Outright gifts:

1. Cash

APPENDIX I
OSHER LIFELONG LEARNING AT RIT
LEGACY FUND

2. Securities
 3. Tangible personal property
- B. Deferred gifts, life income plans:
1. Charitable Remainder Unitrust
 2. Charitable Remainder Annuity Trust
 3. Pooled Income Trust
 4. Gift Annuities
- C. Deferred gifts, under your will:
1. Specific bequests
 2. General bequests
 3. Residual bequests
 4. Contingent bequest
- D. Gifts of real estate, with retained life interest
- E. Life insurance
- F. Individual Retirement Account (IRA)

Note: Minimum contributions may apply to some options for giving.

MANAGEMENT OF THE FUND

- A. Relationship to RIT
Donations to the Osher Lifelong Learning Institute Legacy Fund and the Endowment Fund are invested by RIT for the benefit of the Osher Lifelong Learning Institute. The fiduciary responsibility lies, therefore, with the RIT Endowment Committee as part of the RIT Board of Trustees. The day-to-day investment decisions are in turn contracted to a number of professional investment managers. Osher Lifelong Learning Institute staff and officers play no role in the strategic or tactical investment decisions.
- B. Periodic reports
The Osher Lifelong Learning Institute Legacy Committee Chair, who will report to the Treasurer, shall report any relevant news or events to the Council at regular Council meetings and shall report developments of more immediate concern to the Chair of the Council and the Treasurer for dissemination to the Executive Committee. A prescribed portion of the investment returns as determined by the RIT Board of Trustees is returned to the Osher Lifelong Learning Institute on an annual basis to be used as defined in the Expenditure of Proceeds section of this document. The Osher Lifelong Learning Institute Treasurer will report to the Council at least quarterly regarding donations, current balance, disbursements from the Fund, and application of those proceeds. As defined in the bylaws, the Treasurer will also report the financial status to the membership at the Annual Meeting.

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OSHER LIFELONG LEARNING AT RIT
LEGACY FUND

C. Roles and responsibilities

The Osher Lifelong Learning Institute Chair, in concert with the Council, will hold the overall responsibility for oversight from the Osher Lifelong Learning Institute perspective as well as the approval and spending authorities described in the Expenditure of Proceeds section. The Chair, in consultation with the Treasurer, will appoint a Chair of the Legacy Fund Committee.

The Treasurer will be responsible for bringing all proposals to the Executive Committee and providing information and guidance on the status of Endowment Fund, Legacy Fund, Special Projects Fund, and Operating Budget Fund. The Treasurer will be an ex-officio, non-voting member of the Legacy Fund Committee.

The Chair of the Legacy Fund Committee, in consultation with the Chair of Council and the Treasurer, will select members to serve on the Legacy Fund Committee. To ensure the committee will have an odd number, the Chair of the Legacy Fund Committee will select either 4 or 6 committee members. The Committee Chair will receive proposals requesting expenditure of proceeds and provide leadership for committee responsibilities including informing the membership, managing the solicitation of funds and reviewing proposals. The Committee Chair will forward all proposals to the Treasurer and will assist the Treasurer and Executive Committee in review of proposals as requested.

The Program Administrator shall have responsibility for receiving and recording donations, sending acknowledgements, ensuring that donations are applied to the fund intended by the donor, and transferring the money promptly to the appropriate RIT office. In addition, the Program Administrator shall act as the contact with RIT. The Program Administrator will be an ex-officio, non voting member of the Legacy Fund Committee and shall have an advisory role on that committee.

The Treasurer and the Chair of the Legacy Fund Committee will report status to the Council and/or membership as described above.

EXPENDITURE OF PROCEEDS

A. Permitted/accepted uses

Expenditure of proceeds from the Legacy Fund is determined by the mission statement of the Osher Lifelong Learning Institute. Permitted and accepted uses are those which support the continued growth of the Osher Lifelong Learning Institute or enhance the academic programs. Excluded are any projects or proposals that affect, enhance or benefit an individual Osher Lifelong Learning Institute member.

B. Contributions with restrictions

Contributions to the Osher Lifelong Learning Institute Legacy Fund made with restrictions for the use of the proceeds are subject to RIT's Endowment Fund

APPENDIX I
OSHER LIFELONG LEARNING AT RIT
LEGACY FUND

procedures and applicable legal requirements. Any preferences attached to contributions must satisfy the permitted/accepted uses as stated above. Members should be encouraged to support the general purpose of the Legacy Fund and make contributions without restrictions.

- C. Approval process for expenditure of proceeds
1. The Legacy Fund Committee ensures that the proposal is complete which then acknowledges receipt of it. If incomplete, the proposal is returned to the requestor.
 2. The Legacy Fund Committee reads proposals and determines that the requested use of funds is appropriate.
 3. The Chair of the Legacy Fund Committee forwards all proposals to the Treasurer.
 4. The Treasurer brings all proposals to the Executive Committee. The Treasurer may ask the Chair of the Legacy Fund Committee to be present at Executive Committee meetings in cases of complex or unusual proposals. In the Treasurer's absence, the Chair of the Legacy Fund Committee may bring proposals to the Executive Committee.
 5. The Executive Committee reviews and discusses proposals and brings only recommended proposals to the Council. The Executive Committee may reject proposals.
 6. The Council reviews recommended proposals and makes final decision.
 7. The Chair of the Council notifies any member who submitted a proposal of the Executive Committee or Council's decision. By public notice in the Osher Lifelong Learning Institute Announcements, the Chair also informs the membership of final decisions on all proposals considered by Council. Proposals rejected by the Executive Committee and, therefore, not brought to Council will not be disclosed to the membership.
 8. All proposals meeting the purpose of the Legacy Fund will be kept on file for future reference.
- D. Approval process timeline for expenditure of proceeds
- The Legacy Fund Committee will meet when there are proposals to be reviewed and acted upon. The Executive Committee may request a meeting of the Legacy Fund Committee to expedite review of a proposal.

AMENDMENTS TO THIS DOCUMENT

(Approved 10/25/2002)

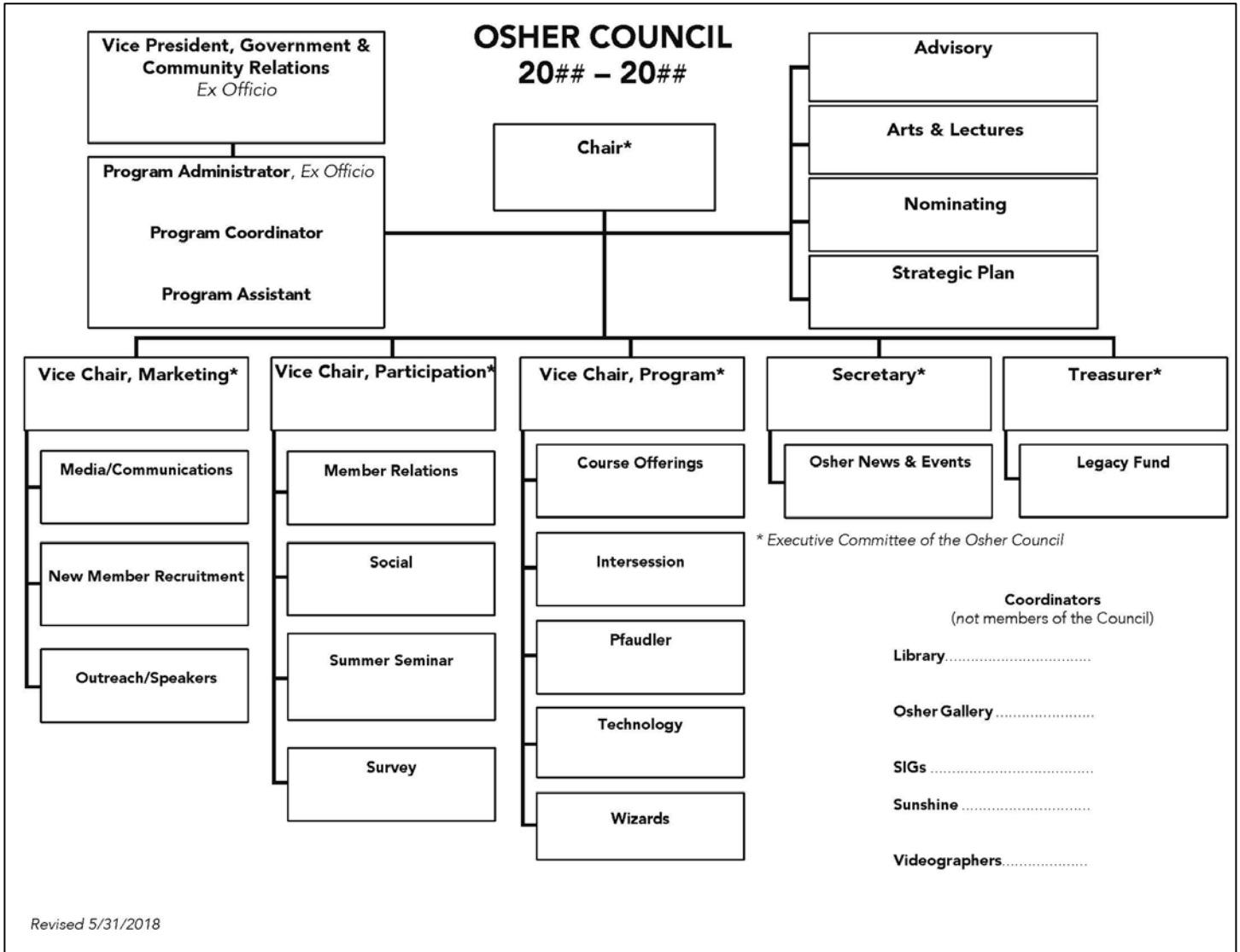
RIT Osher Lifelong Learning Institute Legacy Fund Policies and Procedures may be amended only with approval of the Osher Lifelong Learning Institute Council.

Revised 4/2016

APPENDIX II
OSHER LIFELONG LEARNING AT RIT
ORGANIZATIONAL CHART

APPENDIX II

ORGANIZATIONAL CHART



APPENDIX III
OSHER LIFELONG LEARNING AT RIT
PURCHASING

APPENDIX III

PURCHASING

POLICIES AND PROCEDURES

As some committees on the Council do make purchases, they must follow the RIT Purchasing Department policies. According to RIT's Institute, Audit, Compliance & Advisement Department, Osher staff must be involved in all steps of the purchase process, from inception through the end of the process.

All unbudgeted purchases of goods and services, estimated to cost in any fiscal year, in excess of \$1500, shall also require the approval of Council.

Purchases fall into two categories: credit card and purchase order (PO).

A. Credit Card

1. For less expensive items (cables, batteries, refreshments, etc.), staff will place the order and charge to the Osher credit card.
2. The card has a monthly limit of \$2,500 and a single transaction limit of \$1,500. Because there are automatic, recurring charges to this card, the remaining available balance will be determined by the staff.

B. Purchase Order

1. Any purchases above the \$1,500 single transaction limit have to go through the RIT PO process. RIT has contracts with certain vendors such as Dell and Xerox for computers, printers, and copiers.
2. One must get special permission from the purchasing department if Osher funds are used to buy such items outside of the contracted vendors.
3. Once special permission from purchasing is granted to buy equipment outside of the contract vendors, the committee then has to obtain official quotes (not just estimates) from vendors, with specific information (brand, model number(s), quantity, price, etc.) to submit to purchasing.
4. Effective July 1, 2019, the university's requirement for solicitation of competitive quotes/bids/proposals increased from \$5,000 to \$10,000. Adoption of the higher threshold is intended to improve efficiency for RIT departments and is aligned with the Federal Uniform Guidance as revised in 2018 and our peer institutions.
5. Once the quotes are reviewed and approved, a PO can be created so the vendor(s) can be paid. [If a vendor is not already in the RIT payment system (i.e., no one at RIT has used that vendor before), special RIT forms plus a W-9 have to be obtained from the vendor so they can be vetted and made an RIT-approved vendor in the system. This happens with our Arts & Lectures committee.]

APPENDIX III
OSHER LIFELONG LEARNING AT RIT
PURCHASING

All members need to be aware of the following pertinent information:

1. RIT prefers not to have to reimburse people for purchases by cutting a check. They would like the credit card to be used whenever possible. Because it is the Program Administrator's name on the card, (s)he has to be the one to make point-of-sale purchases. The easiest method is if a vendor accepts a web or phone payment.
2. Osher does NOT have its own checking account. All check requests are reviewed, approved, and cut at RIT Accounts Payable.
3. Please remember that Osher is part of a large university. When our Council votes to purchase items, we must follow the processes and rules of our university which has procedures in place for some of the following reasons:
 - a. Accurate, transparent accounting
 - b. Contractual purchasing obligations
 - c. Taxation reporting / auditing regulations
 - d. Mitigating business risks (ethics / conflict of interest / internal controls / fraud prevention)
4. The Osher staff is here as employees of RIT and, hence, are the Osher-RIT liaisons. They have attended training in the above issues which is why they should always be included in committee meetings. They provide the continuity and RIT knowledge needed for important planning and decision-making, especially financial.

Written 4/2016
Revised 3/2019
Revised 7/2019

APPENDIX IV
OSHER LIFELONG LEARNING AT RIT
SIG GUIDELINES

APPENDIX IV

SIG GUIDELINES

(Approved 8/21/2013)

Establishing special interest groups (SIGs) was a recommendation of the 2012 Strategic Plan for Osher at RIT Steering Committee. Members began organizing SIGs in February 2013 in compliance with the Osher Bylaws Article II which states that we are a member-led organization whose primary focus is academic courses and programs.

A SIG is one organized around a common interest, experience, hobby, or avocation shared by Osher members. The Osher Executive Committee and member Council believe that SIGs provide the opportunity for Osher members to beneficially connect and collaborate with like-minded members to gain new knowledge, skills, and experiences.

The Osher Executive Committee and member Council encourage the formation of SIGs for the benefit of members.

1. All SIG members must be members of Osher.
2. There is no limit to the number of SIGs that can be formed. The Council reserves the right to review and terminate a SIG whose content is inconsistent with Osher's goals.
4. SIGs are totally independent of Osher courses and programs. They are self-directed and administered by SIG members. Osher members who form SIGs must assume full responsibility for directing and running the group.
5. SIGs cannot conflict with Osher's academic program and schedule and cannot meet while other Osher events are being held.
6. The meeting location will be determined by the SIG members and may be on or off the Osher campus.
7. There will be a SIG coordinator, designated by the Vice Chair of Participation, who will maintain the SIGs website: sites.google.com/site/oshersigs, submit all SIG articles to Osher News & Events (the monthly newsletter), interact with the individual SIG contact person(s), and manage other Osher communications. Each SIG will designate a contact person(s) who will schedule SIG meetings being held at Osher, interact with the SIG coordinator, and communicate their SIG's activities to their members.
8. No Osher staff support will be provided for SIG activities other than to perform functions that cannot be done by a regular Osher member.

APPENDIX IV
OSHER LIFELONG LEARNING AT RIT
SIG GUIDELINES

9. Osher will provide a SIG bulletin board for the display of SIG information which will be maintained by its members.
10. All meetings to be held at Osher will be scheduled in advance with Osher staff by the SIG contact person to ensure room availability and to avoid conflicts.
11. A SIG will remain active as long as its members deem appropriate.

Revised 4/2016

APPENDIX V
OSHER LIFELONG LEARNING AT RIT
WIZARDS

APPENDIX V

WIZARDS

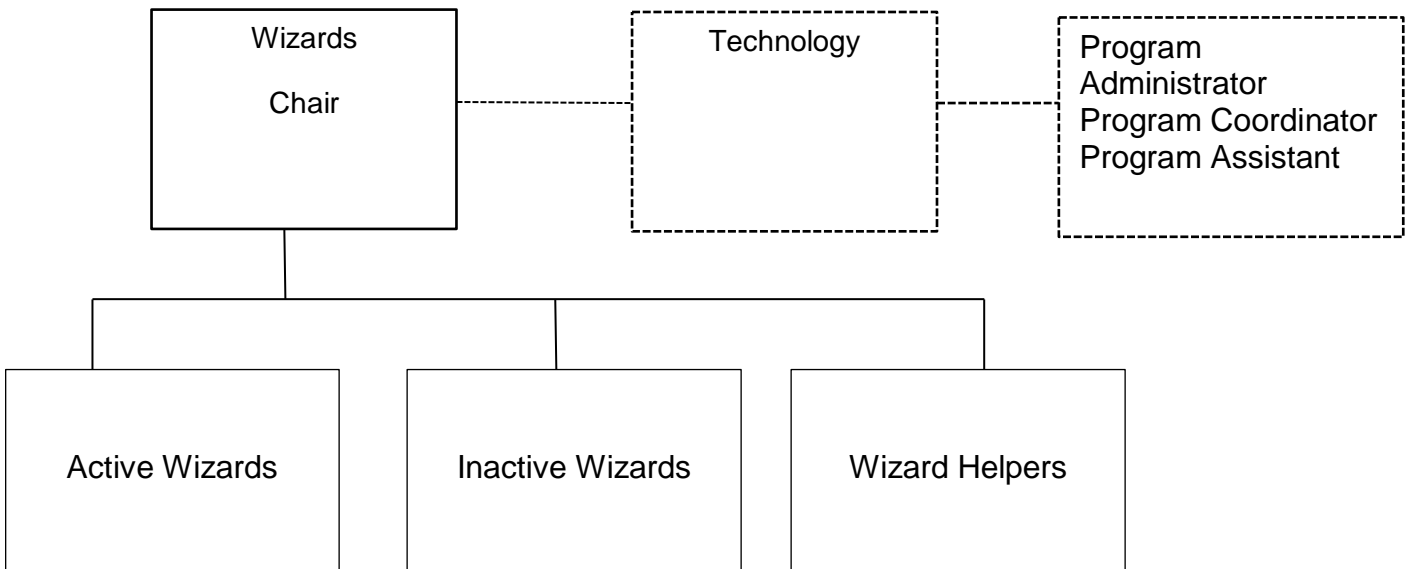
INTRODUCTION

Recognizing the growing use of electronic and audio-visual equipment in presenting courses, Osher has responded by establishing a wizards program to aid in the delivery of content. This appendix defines the present parameters of the wizards program.

These sites contain various documents useful for wizards training:

- <https://sites.google.com/site/osherwizardtraining/>
- <https://sites.google.com/site/osherreferenceddocuments/>
- <https://sites.google.com/site/osherreferenceddocuments1/>

As additional documentation is developed, it can be stored online for access by all Osher members. Revisions can be made by contacting the Chair of the Wizards Committee.



Notes:

The Wizards Chair coordinates the wizards' activity.

The primary wizards support comes from the Active Wizards and Wizard Helpers.

Secondary support comes from the Osher Technology Committee and the staff.

APPENDIX V
OSHER LIFELONG LEARNING AT RIT
WIZARDS

WIZARDS' DUTIES

A. Chair

1. Acts as the primary contact for the Osher membership on all wizards related issues and reports on the wizards' activity at Council meetings.
2. Manages the functions of the issues which arise by delegating tasks to trained volunteers.
3. Communicates items of importance to the wizards community with sparing use of the group email distribution list: osherwizards@googlegroups.com

B. Active Wizards (Those who have taken Basic Wizards Training and are willing and competent to support course leaders in classes they attend.)

1. Support course leaders in the specific classes which they attend if assigned to do so.
2. Make sure that other back-up wizards in their classes know what they do in the event they cannot attend every session. Take personal responsibility to obtain a back-up wizard if necessary.
3. Assist voluntarily, or if requested, in the set-up of other rooms in the event a given course has no wizard present. Such arrangements would happen if a concurrent class does not have a wizard and a prior agreement was made to set up another room and be on call if a problem occurred.
4. Provide one-on-one support on special needs of course leaders they support or arrange that support from other Osher members for special needs. Course Offerings Committee (COC) is advised to ask course leaders to avoid fancy presentation modes which they cannot manage themselves. Occasionally course leaders may need some help which is beyond the scope of what can be shown in Basic Wizards Training.
5. Inform the Wizards Chair of any immediate equipment or procedure problems noted in the classrooms. Pass on any improvement suggestions for equipment changes or procedures to the Technology Committee, COC, or Council.
6. Report any temporary fixes to the Wizards Chair.

C. Inactive Wizards (Those who have taken training but do not take classroom assignments as wizards when they attend courses.)

1. Act as their own wizard if a wizard is not available for a course they are presenting. (If this happens, specific training can be offered in advance unless a wizard from a concurrent class can be enlisted for support.)
2. Provide support in a class attended if the wizard present needs assistance or there is no assigned wizard in that particular course.

D. Wizard Helpers (Anyone who is willing to share any of the wizards administrative functions on a regular schedule in the list which follows.)

1. Maintain the wizards list on groups.google.com. This site produces the group email for all wizards: osherwizards@googlegroups.com. Using this email address

APPENDIX V
OSHER LIFELONG LEARNING AT RIT
WIZARDS

provides a note to all wizards and should be used as little as possible to avoid email logjams.

2. Maintain the "Wizards Resource List" which is the list of those members who have volunteered to help on a one-to-one basis if asked. Act as the contact for this type of service through the COC.
3. Do monthly checks of all non-rechargeable battery devices in the Osher classrooms to avoid surprise dead batteries.
4. Monitor the condition of the white 9-volt-rechargeable batteries for the lavalier body packs and request orders for new batteries when necessary.
5. Make the wizard-to-course-leader assignment roster at the beginning of each term and monitor the process.
6. Repair equipment when possible or order new replacements by consulting the Technology Committee.
7. Convey topics of general interest to other wizards when new methods or procedures are developed. This is done now by email to the address in number 1 above.
8. Schedule, advertise, prepare, and present wizards training prior to fall, winter, and spring terms in order to enlist additional wizards. Post all new training material to these sites: sites.google.com/site/osherreferenceddocuments
sites.google.com/site/osherreferenceddocuments1
9. Write equipment procedures and guidelines to document the use of new equipment or existing equipment when needed. Post all new documentation to these sites: sites.google.com/site/osherreferenceddocuments
sites.google.com/site/osherreferenceddocuments1
10. Support all Pfaudler Lecture Series presentations as the wizard. (The Pfaudler chair should request a wizard.)
11. Support all One Session Classes as the wizard. (The One Session Classes Chair should request a wizard.) Post One-Session-Classes titles and general content for future member reference to: sites.google.com/site/onesessioncourses
12. Support all four Summer Seminar Series lectures as the wizard. (The Summer Seminar Series Chair should request a wizard.)

Notes: It is expected that course leaders will choose a delivery approach with which they are personally comfortable and come to a classroom with material which is compatible with the presentation equipment available in the classrooms. The use of unfamiliar devices and equipment with an expectation that wizards can do anything does not work.

Any novel approaches attempted should be thoroughly proven to work prior to expecting a wizard to debug them a few minutes prior to the class start or during a class when disaster strikes as a result of unproven methods.

Anything which appears to work well at home most certainly should be tested ahead of time at Osher on Osher equipment to make sure that it will work during a presentation without unfortunate surprises in front of fifty people.

APPENDIX V
OSHER LIFELONG LEARNING AT RIT
WIZARDS

WIZARDS' TRAINING

- A. Prepare and present training to Osher members who are interested in knowing more about the audio-visual equipment for personal reasons, who are "Inactive Wizards", or who want to become "Active Wizards".
- B. Post training schedule on the Osher calendar and request participation by announcing the training to all Osher members.

Two types of training courses:

Basic Wizards training - How to do the standard audio-visual set ups and adjustments in the five Osher classrooms

Miscellaneous topics training - How to deal with the less-similar devices distributed around the Osher site such as:

- 1. Room 2 stereo music system
- 2. Room 3/4 stereo music system
- 3. Sony Handycam video camera
- 4. Library document scanner
- 5. Greenwood Cove audio-visual equipment cart
- 6. Battery testing and preventive maintenance
- 7. Selection of adaptors or dongles for connecting computers/devices to the Osher video system

Note: These two courses are presently delivered twice each term prior to the start of Fall, Winter, and Spring Terms.

DOCUMENTATION

- A. Maintain a list of active and inactive wizards who have received training and are qualified to be chosen to support course leaders in a given term. This record is maintained on Google Groups at: groups.google.com. The member list record is the document from which individuals are selected to be the active wizards support for a given class to which they register in a given term. This group also contains all communications which flow among wizards by use of the group address: osherwizards@googlegroups.com
- B. Make and maintain guide lists, check lists, or procedures which serve as useful working documents to operate and set up classroom audio-visual equipment.
- C. Publish all training and documentation material on the site: <https://sites.google.com/site/osherreferencedocuments>

WIZARD-TO-COURSE LEADER ASSIGNMENT PROCESS

- A. Solicit course registration feedback from all Active Wizards and produce a wizard-to-course leader assignment document for each term in advance of the Course Leaders' Brunch prior to the start of each term.

APPENDIX V
OSHER LIFELONG LEARNING AT RIT
WIZARDS

- B. Attend the Course Leaders' Brunch and participate in the "Meet Your Wizard" part of that activity. This is a process in which course leaders can ask questions regarding the support they expect to need if that has not been already accomplished by direct contact with wizards assigned to assist them in the classroom.

DAY-TO-DAY SUPPORT

- A. Make announcements prior to a class with the agreement of the course leader about any aspects of microphone use or classroom activity.
- B. Publish reminders or informational notes on topics of general interest to all wizards by using the group wizards email address: osherwizards@googlegroups.com. Such notes would be about specific warnings (such as equipment problems in certain classrooms) and general information useful to all wizards.
- C. Solicit and maintain a list of one-to-one volunteers who have agreed to help members with specific technical training which enables them to become more capable as course leaders or members.

PREVENTIVE MAINTENANCE

- A. Check the battery condition in the various devices as follows: Overhead Panasonic LCD projector remote, Targus presenter wireless mouse (red), DVD/VCR player remote, Sony CD player remote in room 2 and 3/4 on the Stereo Music Systems. Change batteries in the above devices if they are below 4.0 ma on the battery test function of the Cen-Tech multimeter kept at the Program Assistant's desk.
- B. Order new 9-volt-rechargeable batteries when the number of good batteries in the charger behind the Program Assistant's desk is down to one spare backup.

MEMBER ADVOCACY

- A. Keep track of member feedback with regard to suggestions for procedural, technical, or office furniture improvements in the classrooms and address the fulfillment of these suggestions with the Technology Committee and Council.
- B. Act on any suggestions which course leaders make that will lead to useful site improvements.

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