



OLLI Advisory Council

Purpose of the Council: The Advisory Council supports the Osher Lifelong Learning Institute by acting as advisors to the Director, advocating its mission, promoting a vibrant learning community, and staying informed about the broader goals and aims of OLLI. The Advisory Council has no administrative oversight or financial or legal liability.

Council Member Position Description and Requirements of Role:

The council, in partnership with the Director, will receive information from OLLI committees and members, review policies, goals, strategic direction, and opportunities for OLLI. The Council members will identify areas of concern, address issues introduced by the Director, and serve on Advisory Council sub-committees. The Council will discuss these issues, recommend solutions, and propose new directions and goals for OLLI. Advisory Council members shall participate in OLLI activities and assist staff at OLLI events.

Mandatory qualifications to become a member:

- A.** The chairs of other OLLI committees are automatically members of the Advisory Council.
- B.** At-Large Members (minimum of 4, maximum of 7) must:
 - a. At the time of application, have been an OLLI member for three (3) consecutive years.
 - b. At the time of application, be currently serving or have served on an OLLI committee for at least one year.
 - c. Maintain an OLLI membership throughout the term of service.

Interested members meeting the above-mentioned requirements may complete an application which will include a description of their current and past involvement with OLLI and provide other relevant information. The application will be reviewed by the Director and one or two Advisory Council members.



If Council membership falls below 8 members, the Director may appoint interim members to serve until the next Open Application period.

Term of Service:

- A. OLLI Committee Chairs serve for the duration of their time as chairperson.
- B. At-Large Members serve a three-year term.

Renewal:

- A. At-Large Members may request an additional 3-year term; approval or rejection is determined by the Director.
- B. Upon completion of the term limit, there is a mandatory 1-year roll-off prior to reapplication.

Minimum/Maximum Number of Council Members:

- **Minimum: 8**
- **Maximum: 10**

Council Chair Position Description and Requirements of Role:

The Advisory Council Chairperson provides leadership and direction to support strategic initiatives and goals of the OLLI at Pitt program.

The Chairperson will:

- Schedule and lead a minimum of one general Council meeting a term.
- Develop an agenda for Council meetings in coordination with the OLLI Director and share it with members prior to the meeting.
- Assign someone to take notes during the meeting and distribute them to members within a week after the meeting.
- Provide direction to subcommittees, oversee subcommittee leaders, and participate in the planning and implementing of tasks, as needed.



- Meet with the Director as needed to discuss the work and direction of the Advisory Council.
- Participate in a smooth transition between chairpersons. Ideally, the chairperson would inform the Director of their intent to leave the position one term before departure to allow for a gradual transition and relinquishing of duties.

Chair Selection and Term(s):

- The OLLI Director appoints the Chairperson of the Advisory Council.
- The Chairperson should be an OLLI member who has been with the program for at least four years and meets the requirements of a general Advisory Council member.
- The Chairperson will demonstrate their commitment to the program by attending events and enrolling in classes.
- The term of Chairperson is three years; one two-year renewal is possible, subject to the approval of the Director.