



OLLI Membership Committee

Purpose of Committee: The purpose of the Membership Committee is to recruit new OLLI at Pitt members by expanding awareness of the program, while retaining current members by providing support and a sense of community. The Membership Committee has no administrative oversight or financial or legal liability.

Committee Member Position Description and Requirements of Role:

The Membership Committee consists of two subcommittees.

- A. **The Recruitment Subcommittee** will seek new members by expanding awareness of OLLI. **Recruitment Subcommittee members** will:
 - Select a leader.
 - Regularly attend and contribute to general and subcommittee meetings.
 - Arrange and participate in events to recruit new OLLI members (tabling, open houses, flyer distributions).
 - Distribute Director-approved information to print publications and social media.
 - Recruit OLLI Ambassadors (members at large who help publicize the OLLI program).
- B. **The Retention Subcommittee** will work to retain OLLI at Pitt members by providing support and a sense of community within the Institute. **Retention Subcommittee members** will:
 - Select a leader.
 - Regularly attend and contribute to general and subcommittee meetings.
 - Participate in a virtual and in-person New Member get-together the first week of each term which will serve as a social and a Q & A session.
 - Participate in virtual and in-person events for current members.
 - Act as a Class Greeters for the first online and in-person class to welcome new members and make them aware of upcoming events.
 - Make new member calls during the second week of each term to personally welcome new members and answer questions.
 - Hold other types of social events not mentioned here to encourage connections among members.



Mandatory qualifications to become a committee member:

- Have been an OLLI member for at least two terms.
- Maintains OLLI membership throughout the term of service.

Preferred Qualifications:

- Good interpersonal skills.
- Enthusiasm for and knowledge of the OLLI program.

Term of Service:

- Two-year term, beginning in July.

Renewal:

- Renewable for a second two-year term, not to exceed four consecutive years. Upon completion of the second two-year term, there is a mandatory 1-year roll-off prior to reapplication.

Minimum/Maximum Number of Committee Members:

- **Minimum:** 11 (one committee chair, two subcommittee leaders, four members per committee)
- **Maximum:** 15

Committee Chair Position Description and Requirements of Role:

The Membership Chairperson provides leadership and direction for efforts to attract and retain members of the OLLI program.

The Chairperson will:

- Recruit, select, and orient members to the committee.
- Schedule and lead a minimum of one general committee meeting a term.
- Develop an agenda for committee 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 once per academic year to discuss strengths and needs of committee.
- Update OLLI contacts (publications and organizations such as elected officials' newsletters, Senior Care Connections, Senior Centers).
- 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 Membership Committee.
- The Chairperson should be an OLLI member who has been with the program for at least one year, been a Membership Committee member for at least one year, and has demonstrated their commitment to the program by attending events and enrolling in classes.
- The term of Chairperson is two years; one two-year renewal is possible, subject to the approval of the Director.