



OLLI Travel Committee

Purpose of Committee: The purpose of the Travel Committee is to represent the membership in providing advice and some logistical and administrative assistance on the travel opportunities offered through OLLI (Osher Lifelong Learning Institute) at Pitt. The Travel Committee has no administrative oversight or financial or legal liability.

Committee Member Position Description and Requirements of Role:

Travel Committee members will:

- Attend and actively participate in Travel Committee meetings.
- Assist OLLI staff in reviewing and developing travel opportunities for OLLI at the University of Pittsburgh.
- Identify potential trips, instructors, or programs of travel for OLLI at the University of Pittsburgh.
- Keep updated on trends and share new ideas, consulting with other lifelong learning programs.
- Assist OLLI staff with marketing, information sessions, and other activities related to travel.

Mandatory qualifications to become a member:

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

Preferred Qualifications:

- Have experience(s) with group travel, preferably with OLLI

Term of Service:

Travel Committee members serve a term of two years. Members will begin their term at the start of a fiscal year (July).

**Renewal:**

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

Minimum/Maximum Number of Committee Members:

- Minimum: 6
- Maximum: 14

Committee Chair Position Description and Requirements of Role:

The Travel Committee Chairperson will:

- Assist the OLLI Director in recruiting and orienting members to the committee and scheduling committee meetings.
- Develop agenda for committee meetings in coordination with the OLLI Director.
- Review minutes of committee meetings and ensure they are distributed to all members.
- Assist OLLI Director in reviewing and assessing goals, objectives, and projects.
- Provide direction to committee members with projects and tasks.
- As needed, coordinate communication with resources (i.e., university travel department, travel organization representatives, instructors, other OLLI programs, etc.).
- If able, represent OLLI on group travel trips as needed and if requested by OLLI Director.
- 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 Qualifications and Term(s):

- The OLLI Director appoints the Chairperson of the Travel Committee.
- The term of Chairperson is two years; one two-year renewal is possible, subject to the approval of the Director.



- Must be an OLLI member who has been with the program for at least two consecutive years.
- Must have served on the Travel Committee for at least one year.
- Has an in-depth understanding of the OLLI at Pitt program.