



Lifetime Learning Institute of Austin Leadership

Director

- ❖ Overall administration of LLI
- ❖ Sets agenda and conducts meetings
- ❖ Submits annual calendar for approval
- ❖ Appoints and supervises coordinators and committees (audit, reviews, special, etc.) with approval of Advisory Council

Associate Director

- ❖ Serves in absence of Director
- ❖ Serves as Parliamentarian
- ❖ Participates in committees as needed

Treasurer

- ❖ Maintains financial records/balances accounts, pays bills, makes deposits
- ❖ Presents reports at meetings
- ❖ Prepares IRS forms
- ❖ Prepares annual budget

Secretary

- ❖ Takes minutes at Executive Committee and Advisory Council meetings and distributes them to Committee and Council members
- ❖ Files minutes and records in office

Advisory Council
Determines policies, approves actions, and oversees execution of LLI Programs

Executive Committee
Initiates actions and plans to fulfill mission of LLI

Executive Committee Coordinators

Office Admin/Registrar	Program	Site	Equipment	Technology	Teacher Aides	Publicity	Past Director
<ul style="list-style-type: none"> ❖ Manages office ❖ Purchases office equipment when necessary ❖ Trains office volunteers ❖ Registers students ❖ Keeps registration records 	<ul style="list-style-type: none"> ❖ Recruits and orients new instructors ❖ Leads Program Committee to determine classes ❖ Prepares catalog and flyers ❖ Works with printer and prep service to mail flyers and catalogs ❖ Cancels classes when necessary ❖ Communicates with instructors as necessary ❖ Oversees course evaluation 	<ul style="list-style-type: none"> ❖ Locates and secures class facilities ❖ Contracts with PARD ❖ Arranges for donations to site providers ❖ Keeps and updates site arrangement records 	<ul style="list-style-type: none"> ❖ Maintains and accounts for equipment on database ❖ Determines instructors equipment needs and delivers to sites ❖ Trains personnel on equipment ❖ Handles repairs ❖ Purchases new equipment when necessary 	<ul style="list-style-type: none"> ❖ Updates and manages website ❖ Evaluates web host providers and makes recommendations if changes are needed 	<ul style="list-style-type: none"> ❖ Secures TAs ❖ Prepares packets with labels, info sheets, other documents ❖ Arranges meeting sites ❖ Conducts semester orientation ❖ Collects and recycles reusable materials 	<ul style="list-style-type: none"> ❖ Writes and provides LLI news to media—meets deadlines ❖ Helps distribute catalogs and other printed material to libraries, sites, etc. ❖ Recruits speakers and volunteers for fairs 	<ul style="list-style-type: none"> ❖ Assists Director as needed ❖ Surveys Advisory Council re continuation ❖ Recruits/vets new AC members ❖ Submits nominations for AC