



Lifetime Learning Board of Directors

LLI Officers

President

- Responsible for 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 the Board

Vice President

- Serves in absence of President
- Serves as Parliamentarian
- Participates in committees as needed

Treasurer

- Maintains financial records/balances accounts, pays bills, makes deposits
- Prepares checks for site donations and honoraria for instructors
- Presents reports at meetings
- Prepares IRS forms
- Prepares annual budget

Secretary

- Takes minutes at Board meetings and distributes them to Board members
- Assists President with collection and distribution of meeting agenda and presentation materials
- Maintains repository for minutes and other official documents

Immediate Past President

- Assists President as needed
- Surveys Board members re continuation
- Recruits/vets new Advisors
- Submits nominations for Advisors

LLI Coordinators & Advisors

Office Admin/ Registrar

- Manages communication with students
- Handles mail-in registrations
- Assists TA committee with packets preparation and return
- Recruits administrative volunteers
- Purchases office equipment and supplies as needed

Program

- Recruits and orients new instructors
- Leads Program Committee to determine classes
- Prepares catalog and flyers
- Works with printer & prep service to mail flyers & catalogs
- Cancels classes when necessary
- Communicates with instructors
- Arranges for instructor honoraria
- Oversees course evaluation

Site

- Locates and secures class facilities
- Contracts with PARD
- Serves as liaison between sites, instructors and students
- Arranges for site donations
- Maintains records of site arrangements
- Works with Equipment coordinator to catalog site/classroom technology

Equipment

- Maintains and accounts for equipment on database
- Determines instructors' equipment needs
- Trains personnel on equipment
- Handles repairs
- Purchases new equipment as needed

Website

- Manages and updates LLI website
- Manages and updates Eventbrite registration site
- Provides rosters, distribution list and reports from Eventbrite
- Evaluates web host providers and makes recommendations as needed

Teacher Aides

- Secures TAs
- Prepares packets with labels, info sheets, other documents
- Arranges Semester Kickoff meeting
- Conducts Instructor and TA orientation at Kickoff

Publicity

- 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

Advisors

- Provide advice and counsel to the Board
- Participate in Committees
- Perform assigned tasks