CANDIDATE INFORMATION

Board of Advisors, Osher Lifelong Learning Institute at USF

Members interested in being nominated for a position on the OLLI-USF Board of Advisors should review the following information. Instructions for applying are included, as is other information about the organization. This will be helpful in understanding the duties and responsibilities of serving on the Board and information relating to OLLI’s Annual Meeting and election.

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1. Application - OLLI Board of Advisors

Instructions:

Please read the attached documents describing the mission/responsibilities, role and expectations of members of the OLLI-USF Board of Advisors.

Answer the following questions, by number, on a separate page, limited to two pages.

1. Your name (as you would like it to appear on the ballot and other publicity), your phone number and your email address.

2. Based on the materials you have read and your experiences with OLLI, tell us why you would like to serve on the Board of Advisors.

3. In what areas do you have special skills and knowledge?

4. Tell us about your experiences with OLLI. Approximately how long have you been a member (including the former SeniorNet and Learning in Retirement)? Summarize some of the activities you have participated in: classes, seminars, socials, teaching, committee volunteering, classroom or office assisting. How have your experiences influenced your ideas and perceptions of OLLI?

5. Describe your work and volunteer experiences in other organizations that might help you to be a good member of the OLLI Board of Advisors. Include relevant details such as the size of the organization, your length of service, your accomplishments, and how they will affect your service on the Board.

6. Is there anything else you would like to tell us to help us know you better?

Please send your completed application to:

Ara Rogers, PhD, Director
Via postal mail: Osher Lifelong Learning Institute
University of South Florida
4202 E Fowler Ave., NEC116
Tampa, FL 33620-6758
Or, via email: aarogers@usf.edu

Your application must be received by Friday, February 20, 2015

Thank you for your interest. The slate of candidates will be announced in April 2015.
2a. What is OLLI?

Senior programs at the University of South Florida began in 1993 as separate liberal arts and computer courses for adult learners. In 2005 we became part of the Osher Lifelong Learning Institute (or OLLI), a nationwide network of more than 100 adult learning institutes. Funded in part by the Bernard Osher Foundation and dedicated to providing excellent education for adult learners, Osher Lifelong Learning Institutes seek to extend the demographic served by traditional universities. In 2008 the computer and liberal arts groups were merged into the present OLLI structure.

The OLLI at USF is designed for, but not limited to, adults 50 years of age and older and offers a wide variety of courses in literature, art, music, history, natural sciences, current events, computers, and lifestyle issues. Day trips, social events and free lectures are also offered.

Courses are noncredit, have no tests, involve minimal homework and require no specific educational background. Most courses are conducted by OLLI members who have demonstrated a particular skill or knowledge. In some courses we acquire new skills. In others we learn from each other as we listen to opposing views. We draw upon the expertise of the instructor and the wisdom of our classmates as we synthesize them with our own views and opinions. All courses help us to grow and expand our horizons as individuals.

2b. How OLLI Operates

OLLI-USF is a part of Innovative Education at USF. We have a Director and her staff who are part of USF’s Innovative Education unit. The Director oversees the day-to-day operation and budget of the organization.

The OLLI program at USF is member-run under the guidance of a Board of Advisors and within the guidelines and structure of the University.

The Board consists of seven members, elected annually by the membership for staggered three-year terms, and the chairs of the six standing committees (Curriculum, Development, Membership, Social Events, Strategic and Organizational Planning, and Volunteer). This working board determines policy which is implemented by the standing committees. Board members also serve on OLLI’s standing committees. Elected Board members may be asked to lead a Board-initiated project.

OLLI-USF is supported from membership and course fees, donations, grants and endowments.
3. Board Member Duties and Responsibilities

Each member of the board is responsible for —
1) establishing, safeguarding and advancing OLLI-USF’s values, vision, and mission;
2) understanding the organization’s financial position;
3) advancing the organization’s goals;
4) advising and supporting the Director

The duties and responsibilities outlined below will assist each board member in the execution of these four primary responsibilities.

Duties and Responsibilities:
1. **Prepare** for each board meeting by reading material distributed prior to the meeting.
2. **Attend and participate** in the proceedings of all regular and special board meetings.
3. **Serve** on at least one committee and actively participate in meetings of the committee. At-Large board members and officers should not, however, chair any of the six (6) standing OLLI committees.
4. **Maintain** knowledge of current programs and staff of the organization.
5. Retain and renew your personal paid **membership** in the organization.
6. **Participate**, as teacher or learner in at least one OLLI learning opportunity each year.
7. **Support** by attending and encouraging others to attend OLLI’s social events and open houses.
8. **Promote** OLLI’s annual fundraising efforts and solicit the support of others, including employers and friends; promote OLLI membership.
9. **Share resources and talents** with the organization, including expertise, contacts for financial, instructional or venue sources of support, and contacts for in-kind contributions.
10. **Be loyal** to the organization and **maintain appropriate confidentiality** of any information given to board members. Serve as the devil’s advocate of the organization internally and its chief advocate externally.
11. **Be accessible**, by phone or email, to staff and other board members as needed.
12. **Contribute** a minimum of **four hours per month** to board activities.
13. **Fulfill** commitments within the agreed-upon deadlines.
14. Take the **initiative** and provide **leadership**.
4. Bylaws

OLLI’s current bylaws are posted and can be downloaded from the OLLI-USF website. A link to the bylaws is provided here:


Or, navigate to OLLI’s website via www.usfseniors.org. Click on “About Us,” the first green tab just above the large alternating photos on OLLI’s home page. You will find the current bylaws under the Governance link on the left. Click on “View our bylaws” to view, download and/or print them from there.

5. Election Date and Procedures

OLLI-USF Annual Meeting and Election

The annual membership meeting is held in the second quarter of the calendar year for the purpose of electing new board members and conducting any other OLLI-USF business. The Director of OLLI-USF will present an OLLI update. The annual report will be available.

Only members in good standing are eligible to vote. If any member is unable to attend the Annual Meeting, they may vote an absentee ballot, which can be downloaded from the OLLI website: www.usfseniors.org

Date:  Friday, May 8, 2015 at 10:30 AM
Place:  To Be Announced
6. Absentee Ballot and Procedures

If you know that you will be unable to attend the May 8 election, please call the OLLI office and make arrangements for an absentee ballot. Absentee ballots will be available in April 2015 and must be requested no later than 10 business days prior to the election. Completed ballots must be signed and returned to the OLLI office at least two business days before the annual meeting. If you submit an absentee ballot but attend the annual meeting, you must abstain from voting a second time.

7. What To Plan For If You Are Elected

Your term of office will begin immediately after the election (May 8, 2015).

You will be involved in several kinds of meetings throughout the year:

- A training and orientation meeting will be scheduled for new Board members within a month after the election.
- A Board planning retreat will be set for a day in the summer.
- Your first regular Board meeting will occur within about six weeks after the election.
- Subsequent Board meetings are held on the second Friday of each month at 9:30 a.m. Meetings are about two hours long and are usually held in the OLLI offices. You will receive a number of reports by email prior to each meeting. You are expected to read them in preparation for the meeting. Your monthly time commitment is at least four hours.

Board members receive no compensation other than the camaraderie of striving to make OLLI the best that it can be. As OLLI volunteers, Board members also receive a complimentary parking pass for the duration of your service to the organization.