

LiR

*Orientation &
Guidelines for
Executive
Council
Members*

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LiR EXECUTIVE COUNCIL

The Executive Council:

- Consists of the elected officers, the *chairperson* of five standing committees, and elected members at large, a non-voting liaison from the college, and the past president. Members-at-large are voting members, interested and committed to attend meetings, and participate in decisions. Officers and at-large members of the Council are elected at the Annual General Meeting to hold office during the LiR year and are expected to attend monthly meetings. Other LiR members are welcome to attend meetings and participate in discussions, but cannot vote.
- Develops and implements policies for LiR.
- Establishes ad hoc committees and/or task forces as required to accomplish the objectives of LiR.
- Conducts all meetings by *Robert's Rules of Order*.
- Standing committee and ad hoc committee chairpersons give activity reports at the monthly Council meetings, and the Council reviews and approves their recommendations when appropriate.
- Adopts the budget and approves the funds for appropriate LiR needs in consultation with the representative from Continuing Education (CE), in accordance with the College's Policies and Procedures.
- Approves the fees to be set and special assessments.
- Originates or receives proposed amendments to the Constitution and Bylaws. A majority vote is required to move the amendments to the Annual General Meeting.
- Establishes a Nominating Committee in February of each year, receives the complete slate of nominees at the April meeting for approval, and moves the approved list to the Annual General Meeting for approval.
- Fills vacancies that occur during the year with members who will serve to complete the term.

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ROLE OF PRESIDENT

The President of LiR:

- Oversees the workings of the organization.
- Presides over the Executive Council meeting each month during the academic year.
- Sets the agenda for the council meetings and uses *Roberts Rules of Order* for small meetings.
- Presides over the LiR Annual Meeting when elections, bylaw revisions, and other important business is conducted.
- Acts as liaison with the staff in Continuing Education, who assist with our membership, registration, catalogues, and other clerical work.
- Knows the mission of each committee, the committee volunteers, and is accessible to members of LiR.
- It is not necessary that the President attend every committee meeting or every course offered, but should be familiar with what works and how it works in LiR.
- Is a good will ambassador between LiR and Quinebaug Valley Community College, our host facility, the QVCC Foundation, and the Middle College. We are an important link in this community.
- Acts as a spokesperson for LiR in our dealings with our host organization, QVCC
- Is LiR's enthusiastic representative to the larger community that the organization serves.

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ROLE OF VICE PRESIDENT

The Vice President:

- Is a member of the LiR Executive Council and participates in all Council meetings.
- Acts in the absence of the President.
- Assists the President as requested in the development and implementation of plans, programs, and activities of LiR.
- Performs other duties and assumes other responsibilities as may be requested by the President.
- Assists the President in his/her discharge of duties.
- Is the officer in charge of knowing the bylaws and procedures of the organization.
- Knows the mission of each committee and the committee volunteers, and is accessible to the members of LiR.
- It is not necessary that the Vice President attend every committee meeting or every course offered, but he/she should be familiar with what works and how it works in LiR.
- Maintains an excellent relationship between LiR and QVCC.
- Is an enthusiastic representative to the community served by LiR.

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ROLE OF SECRETARY

The Secretary:

- Is a member of the Executive Council and participates in all Council meetings.
- Accurately records the activities and decisions of the Executive Council meetings, and presents them at the following meeting.
- Distributes copies of the minutes, within two weeks, to the President and Vice President for approval.

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ROLE OF TREASURER

The Treasurer:

- Serves as Chair of the Finance Committee.
- Is the single contact between the Executive Council or its members and the Continuing Education (CE) Liaison on spending matters.
- Is contacted to verify that a spending request has been approved by the Executive Council, and monies are available in the budget for the respective department.
- Coordinates paperwork as needed and submits proper billing to CE for payment.

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PROGRAM COMMITTEE

The purpose of the Program Committee is to provide the courses offered each year by LiR.

PHASE I:

- Procure volunteers to offer courses.
- Schedule and arrange space for the courses with our Continuing Education (CE) liaison.
- Provide a complete and accurate copy for the semester catalog to the CE liaison.
- Proofread the catalog before it goes to print.

PHASE II

- Ascertain the presenter's needs for technology, printed materials, etc.
- Remind the presenter a week before the scheduled presentation.
- Provide a welcome, introduction, and technical assistance for the presenter.
- Send a "Thank You" by note or email after the presentation.

SOCIALS:

The Curriculum Committee also arranges talent for LiR socials.

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FINANCE COMMITTEE

The Finance Committee reviews the finances of LiR and reports to the Executive Council and to the larger membership at the Annual Meeting. It also proposes the budget for each fiscal year.

The Treasurer of the Executive Council serves as Finance Committee Chairperson. The chairperson:

- Reviews the monthly financial report prepared by the Continuing Education (CE) liaison. Makes inquiry of any information deemed questionable and directs corrections when necessary. This includes not only financial data but also membership data and courses offered.
- Presents the monthly financial report at the monthly meeting of the Executive Council, explains the numbers, and answers any questions.
- In January of each year, prepares a financial forecast for the current fiscal year using the first six months of operation, and anticipated revenues and expenses for the last six months.
- Calls a meeting of the members of the Finance Committee to review this forecast and make any adjustments based on committee members' knowledge of short-term planning.
- In March of each year, prepares an updated financial forecast for the current fiscal year using the first eight months of operation and anticipated revenues and expenses for the last four months.
- Calls a meeting of the members of the Finance Committee to review and adjust this forecast if necessary.
- In April of each year, presents the LiR proposed budget for the next fiscal year to the Executive Council for their approval.
- In May of each year, work in conjunction with the CE liaison to develop the Financial Report to be included in the LiR Annual Report.
- Delivers the Financial Report and the Approved Budget to the membership at the Annual Meeting.

The Finance Committee members:

- Meet in January of each year to review the financial forecast prepared by the Chairperson and make any adjustments as needed.
- Meet in March of each year to review the financial forecast for the current fiscal year and adjust it as necessary. With this forecast as guide, the committee prepares an Expense Budget for the next fiscal year. The committee will canvass the various committee chairpersons for their input in this process.

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INFORMATION TECHNOLOGY LIAISON

The Information Technology Liaison works to coordinate the utilization of the technical resources at the college with LiR members who use these resources.

The responsibilities of the position are:

- Interface between LiR and the college Department of Information Technology to work through LiR needs in the auditorium, smart rooms, and the computer lab.
- Coordinate training as required in the use of the equipment available to LiR.
- Interface between the LiR community and the Continuing Education liaison at the college, who will update the website.

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MEMBERSHIP AND PROMOTION COMMITTEE

The Membership and Promotion Committee provides information for members and strives to keep an active and numerically stable membership.

To do this it:

- Attempts to produce a newsletter three or four times a year highlighting LiR activities.
- Updates informational print materials about LiR and member benefits.
- Monitors trends in our membership.
- Reports to the Executive Council at its monthly meetings on M&P actions.
- Seeks volunteers for LiR committees.
- Plans and oversees the Annual Meeting/Luncheon in May.
- Holds an Open House before each academic semester.
- Keeps LiR in the local media.
- Attends local Senior Expo gatherings to promote LiR.
- Talks to friends, neighbors and acquaintances about LiR.

INDIVIDUAL TASKS FOR COMMITTEE MEMBERS

Planning for an Open House requires:

- Setting date with Continuing Education (CE) Office
- Procuring a presenter
- Reminding LiR President of welcome/greeting
- Advertising the event: design poster and paid ads (print), interviews (WINY and print), distribute posters
- Designing a course overview PowerPoint
- Coordinate with Refreshment Committee
- Setting up LiR informational display
- Greeting the arrivals
- Providing registration/course information
- Registering members/course selections (if CE not available)

Planning for Annual Meeting/Luncheon requires:

- Setting the date with CE/cafeteria
- Working with Refreshment Committee on choice of meals
- Setting the meeting agenda
- Providing a keynote speaker
- Recommending an LiR honoree(s) approved by Executive Council
- Providing microphones, projectors, and screens as needed
- Getting End of Year reports from each LiR committee to CE
- Working with CE liaison on the Annual Meeting Report booklet
- Putting the guest list in alphabetical order with meal choices, if needed.
- Making meal choice tickets, if needed
- Greeting the guests and handing out meal choice tickets, if needed
- Providing a Master of Ceremonies for the meeting

Members of the committee also set up a display at the annual Senior Expo at Ellis Tech, and other affairs where LiR can be represented and explained to the public.

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EDITOR OF NEWSLETTER

The purpose of the newsletter is to inform LiR members and the community of current happenings in LiR and promote LiR activities.

The newsletter falls under the aegis of the Membership and Promotion Committee, and the editor is a member of that committee.

The responsibilities of the editor are to:

- Gather news, interviews, and photos about LiR
- Create articles and layout the newsletter
- Proofread the newsletter before submission, and submit to Membership and Promotion Committee for final proofreading
- Deliver to the Continuing Education (CE) liaison in digital form (email, jump drive) with sufficient time before publication (Coordinate this with CE liaison.). CE staff will print, fold, and mail.

Newsletters can be sent two to four times a year, and whenever possible, mailing is to be coordinated with other mailings, such as fliers for socials, annual meeting notification, and course catalogs. This is to minimize mailing costs.

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ROLE OF SCHOLARSHIP COMMITTEE

The chairperson of the Scholarship Committee is the liaison from LiR to the QVCC Foundation, and as such is a member of the Foundation and attends the monthly meetings of that organization.

A representative from the scholarship committee or the Executive Council represents LiR at the Scholarship Award Night at the college in May.

It is the responsibility of the LiR Scholarship Committee to:

- Meet in March, and then recommend to the Executive Council the distribution of any scholarship monies to be given to QVCC by our organization. This includes amounts to be given to CE program and degree program students.
- Recommend the amount of funds, if any, to be added to the LiR Endowed Scholarship Fund
- Recommend the amount of monies to be included for scholarships in our budget for the following year (The Executive Council is responsible for final decisions in these matters).
- Write and mail a letter in November to members seeking donations for our endowed scholarship funds.

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REFRESHMENT COMMITTEE

The role of the Refreshment Committee is to plan refreshments for all LiR events that require food. This will be coordinated with the Executive Council and/or the chairpersons of the Membership and Promotion Committee.

The chairperson(s) will:

- Keep receipts for expenses of this committee. See Continuing Education (CE) Liaison for requirements.
- Prepare budget request for following year to submit to Finance Committee.

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NOMINATING COMMITTEE

The Nominating Committee:

- Is established by the Executive Council in February of each year.
- Consists of a minimum of three (3) members.
- Selects nominees for officers and members-at-large.
- May also check with standing committee chairpersons to determine who wants to remain for another year, as well as replacement recommendations. These results are brought to Executive Council for approval.
- Submit slate to Executive Council during April meeting for approval.
- After this approval, submits results for inclusion in Annual Meeting program for approval by LiR members.

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COMMITTEE CHAIR GUIDELINES

The chairperson of an LiR committee:

- Is a member of the LiR Executive Council.
- Schedules, sets agenda, and leads regular committee meetings.
- Ensures that members have the information needed to do their jobs.
- Reports to the Executive Council monthly on committee decisions/recommendations.
- Works closely with the Council officers and other staff as necessary.
- Seeks volunteers and involves members in the work of the committee.
- Presents new members of their committee for the information of the Executive Council.
- Submits an annual report on a date to be determined by the Continuing Education representative, to the Executive Council, covering the committee's work for the current year.
- Submits an annual report on a date to be determined by the CE liaison, to the Executive Council covering the committee's work for the current year.

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