

# LiR

*Orientation &  
Guidelines for  
Executive  
Council  
Members*

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## LiR EXECUTIVE COUNCIL

1. Consists of the elected officers, the *chairperson* of four standing committees, elected members-at-large, the IT Liaison, a non-voting liaison from the college, Scholarship Liaison, 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.
2. Develops and implements policies for LiR
3. Establishes ad hoc committees and/or task forces as required to accomplish the objectives of LiR
4. Conducts all meetings by *Robert's Rules of Order*
5. 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
6. Adopts the budget and approves the funds for appropriate LiR needs in consultation with the LiR Administrative Coordinator, in accordance with the College's policies and procedures
7. Approves the fees to be set and special assessments
8. Originates or receives proposed amendments to the Constitution and Bylaws. A majority vote is required to move the amendments to the Annual General Meeting
9. 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
10. Fills vacancies that occur during the year with members who will serve to complete the term

*Revised March 24, 2017*

## ROLE OF PRESIDENT

The President of LiR:

1. Oversees the workings of the organization
2. Presides over the Executive Council meeting each month during the academic year
3. Sets the agenda for the council meetings and uses *Roberts Rules of Order* for small meetings
4. Presides over the LiR Annual Meeting when elections, bylaw revisions, and other important business is conducted
5. Acts as liaison with the LiR Administrative Coordinator, who assists with our membership, registration, catalogues, and other clerical work
6. Knows the mission of each committee, the committee volunteers, and is accessible to members of LiR
7. 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
8. Is a good will ambassador between LiR and Quinebaug Valley Community College (QVCC), our host facility, the QVCC Foundation, and the Middle College. We are an important link in this community.
9. Acts as spokesperson for LiR in our dealings with our host organization, QVCC
10. Is LiR's enthusiastic representative to the larger community that the organization serves

*Revised January 26, 2017*

## **ROLE OF VICE PRESIDENT**

The Vice President:

1. Is a member of the LiR Executive Council and participates in all Council meetings
2. Acts in the absence of the President
3. Assists the President as requested in the development and implementation of plans, programs, and activities of LiR
4. Performs other duties and assumes other responsibilities as may be requested by the President
5. Is the officer in charge of knowing the bylaws and procedures of the organization
6. Knows the mission of each committee and the committee volunteers, and is accessible to the members of LiR
7. 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
8. Maintains an excellent relationship between LiR and QVCC
9. Is an enthusiastic representative to the community served by LiR

*Revised January 26, 2017*

## **ROLE OF SECRETARY**

The Secretary:

1. Is a member of the Executive Council and participates in all Council meetings
2. Accurately records the activities and decisions of the Executive Council meetings, and presents them at the following meeting
3. Distributes copies of the minutes, within two weeks, to the members of the Executive Council for review, and sends final draft to members of Executive Council
4. Accurately records the activities and decisions made at the Annual Meeting, and submits them to the Executive Council for approval at the September meeting. Submits these minutes to the LiR Administrative Coordinator for inclusion in the next Annual Report.

*Revised March 8, 2018*

## **ROLE OF TREASURER**

The Treasurer:

1. Serves as Chair of the Finance Committee
2. Is the single contact between the Executive Council or its members and the LiR Administrative Coordinator on spending matters
3. 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
4. Coordinates paperwork as needed and submits proper billing to LiR Administrative Coordinator for payment

*Revised January 26, 2017*

## COMMITTEE CHAIR GUIDELINES

The chairperson of an LiR committee:

1. Is a member of the LiR Executive Council
2. Schedules, sets agenda, and leads regular committee meetings
3. Ensures that members have the information needed to do their jobs
4. Reports to the Executive Council monthly on committee decisions/recommendations
5. Works closely with the Council officers and other staff as necessary
6. Seeks volunteers and involves members in the work of the committee
7. Presents new members of their committee for the information of the Executive Council
8. Submits an annual report on a date to be determined by the LiR Administrative Coordinator, to the Executive Council, covering the committee's work for the current year

*Revised January 26, 2017*

## PROGRAM COMMITTEE

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

### PHASE I:

1. Procure volunteers to offer courses
2. Schedule and arrange space for the courses with the LiR Administrative Coordinator
3. Provide a complete and accurate copy for the semester catalog to the LiR Administrative Coordinator
4. Proofread the catalog before it goes to print

### PHASE II:

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

### PHASE III:

1. Prepares, or delegates, the preparation of a PowerPoint presentation of courses offered for each Open House.

### SOCIALS:

1. The Program Committee also arranges talent for LiR socials, which are held for members only

*Revised March 8, 2018*

## 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:

1. Reviews the monthly financial report prepared by the LiR Administrative Coordinator representative. 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.
2. Presents the monthly financial report at the monthly meeting of the Executive Council, explains the numbers, and answers any questions
3. In January 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
4. 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

5. In March 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
6. Calls a meeting of the members of the Finance Committee to review and adjust this forecast if necessary
7. In April of each year presents the LiR proposed budget for the next fiscal year to the Executive Council for their approval
8. In May of each year, works in conjunction with the LiR Administrative Coordinator to develop the Financial Report to be included in the LiR Annual Report
9. Delivers the Financial Report and the Approved Budget to the membership at the Annual Meeting

The Finance Committee members:

1. Meet in January of each year to review the financial forecast prepared by the Chairperson and make any adjustments as needed
2. 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.

*Revised March 24, 2017*

## **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:

1. Interface between LiR and the college Department of Information Technology to work through LiR needs in the auditorium, smart rooms, and the computer lab
2. Coordinate training as required in the use of the equipment available to LiR
3. Interface between the LiR community and the LiR Administrative Coordinator at the college, who will update the website

*Revised January 26, 2017*

## **MEMBERSHIP AND PROMOTION COMMITTEE**

The Membership and Promotion Committee keeps the membership informed, strives to keep an active and numerically stable membership, and keeps the name and activities of LiR in front of the community.

To do this it:

1. Attempts to produce a newsletter periodically highlighting LiR activities
2. Updates informational print materials about LiR and member benefits
3. Monitors trends in our membership
4. Reports to the Executive Council at its monthly meetings on M&P actions
5. Seeks volunteers for LiR committees
6. Plans and oversees the Annual General Meeting in May
7. Holds an Open House before each academic semester
8. Keeps LiR in the local media
9. Attends local gatherings to promote LiR
10. Talks to friends, neighbors and acquaintances about LiR

### ***Individual Tasks for Committee Members***

*Planning for an open house requires:*

1. Setting date with LiR Administrative Coordinator
2. Procuring a presenter

3. Reminding LiR President of welcome/greeting
4. Advertising the event: design poster and paid ads (print), interviews (WINY and print), distribute posters
5. Setting up LiR informational display
6. Greeting the arrivals
7. Providing registration/course information
8. Registering members/course selections

*Planning for Annual General Meeting requires:*

1. Setting the date with LiR Administrative Coordinator/cafeteria
2. Coordinating with Refreshment Committee
3. Setting the meeting agenda
4. Providing a keynote speaker, if desired
5. Recommending an LiR honoree(s) approved by Executive Council
6. Work with Library to provide microphones, projectors, and screens as needed
7. Requesting that each committee chair send end-of-year report to LiR Administrative Coordinator
8. Working with LiR Administrative Coordinator on the Annual Meeting Report booklet
9. Making meal choice tickets, if needed

*Attending and setting up a display at appropriate local gatherings*

*Revised March 8, 2018*

## **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:

1. Gather news, interviews, and photos about LiR
2. Create articles and lay out the newsletter
3. Proofread the newsletter before submission, and submit to Membership and Promotion Committee for final proofreading
4. Deliver to the LiR Administrative Coordinator in digital form (email, jump drive) with sufficient time before publication (coordinate this with LiR Administrative Coordinator). That office 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.

*Revised January 26, 2017*

## **ROLE OF SCHOLARSHIP LIAISON**

The Scholarship Liaison 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. The Liaison or a delegated person will represent LiR at the Scholarship Award Night at the college in May.

It is the responsibility of the LiR Scholarship Liaison to:

1. Recommend to the Executive Council, in March of each year, the distribution of any scholarship monies to be given to QVCC by our organization. This includes amounts to be given to non-credit and degree program students.

2. Recommend the amount of funds, if any, to be added to the LiR Endowed Scholarship Fund
3. 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)
4. Write and mail a letter in November to members seeking donations for our endowed scholarship funds.

*Revised March 24, 2017*

## **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:

1. Keep receipts for expenses of this committee and turn into the LiR Administrative Coordinator for payment
2. Work within the budget for the year set by the Finance Committee
3. Provide guest list and tickets when needed
4. Greet guests as they arrive, where appropriate

*Revised March 8, 2018*

## **NOMINATING COMMITTEE**

The Nominating Committee:

1. Is established by the Executive Council in February of each year
2. Consists of a minimum of three members
3. Selects nominees for officers and members-at-large
4. 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 the Executive Council for approval.
5. Submit slate to Executive Council during April meeting for approval
6. After this approval, submits results for inclusion in Annual Meeting program for approval by LiR members

*Revised January 26, 2017*