

OLLI Friends Committee

Standing Rules

Purpose:

The Friends Committee operates as a fundraising and development unit to provide supplemental funds for the benefit of the OLLI organization. The Board of Trustees has sole authority to allocate funds raised by the Friends Committee. Under auspices of the Board, the Friends account funds have been used for scholarships, equipment and software modernization, and to help provide more affordable fee structures. Also, the Friends account serves as a “rainy-day” fund with reserves for unanticipated expenses.

Meetings:

The Friends Committee meets every other month, August through May, when possible, and more often if deemed necessary during the planning stage of events. The Committee Chair may poll the Committee members via email in the event an issue which requires immediate action arises in between regularly scheduled meetings. Committee members shall vote by email within the specified time frame. The results of the vote shall be emailed to all Committee members at the conclusion of the voting period and shall also be announced at the following business meeting.

Membership:

Participation on the Friends committee is open to all OLLI members. The Friends committee is comprised of no more than eight members, including the chair and vice-chair. The Board Chair, or someone designated by the Chair, is invited to all meetings. The Program Director will attend all meetings when possible.

Role of the Friends Committee Chair:

The Friends Committee Chair will be appointed by the Board of Trustees Chair.

The Chair shall hold this position for two years with the approval of the Board of Trustees Chair. This term may be extended should circumstances warrant an extension.

Preside at all meetings of the Friends Committee and serve on the Board of Trustees and the Executive Committee.

Recommend a Friends Committee Chair successor to the Board of Trustees Chair.

Serve as an ex-officio member of all subcommittees lending assistance at the request of the subcommittee chairs.

Work with the Program Director to facilitate the role of the Friends Committee.

Role of the Friends Committee Vice Chair:

Perform the duties and responsibilities of the Chair in his/her absence or inability to serve.

Serve as an ex-officio member of all subcommittees lending assistance at the request of the subcommittee chairs.

Activities of the Friends Committee:

The Friends Committee stages annual fundraising events such as the Quiz Bowl, which is designed to increase revenue as well as support social interactions for OLLI members. Also, the committee hosts an annual “Thank you” gathering for donors contributing beyond normal levels. Further, an “End of the Year” appeal letter is sent to OLLI members for the purpose of increasing the donor base, and establishing a pattern of routine annual giving to support OLLI.