Pr**ogram Planning Group Responsibilities**

**I. CH**A**IR RESPONSIBILITIES:**

**• Group Development:**

1. Recruit group members.

2. Develop and maintain an email distribution list including all members.

3. Before each group meeting email an invitation and an agenda.

4. Recruit or assign a group member to take minutes, including any action items.

5. At the meeting or via email, share information from the Program

Committee, other resource groups, or other OLLI groups with the group

members.

6. Share the minutes and action item list with the group members.

**• Course Development**

1. Developand maintain a list of topics which instructors have volunteered to teach or for which there is interest and an instructor needs to be recruited.

2. Track activities and progress of group members who are planning and

coordinating courses. Provide assistance and guidance as necessary.

3. Ensure that course coordinators and instructors have submitted needed

course information to the Program Associate.

4. Work to balance diversity of course topics and class types (lecture, study group, etc.).

5. Attend program committee meetings to share resource group information and ideas. Coordinate on development of and changes to OLLI program planning policy.

**• Interface with George Mason faculty and Staff**

**II. MEMBER RESPONSIBI**LI**TIES:**

* **Members of program planning groups may be asked to:**

1. Attend group meetings and generate ideas for courses.

2. Communicate with potential instructors.

3. Coordinate a course.

4. Follow up during course development process.

**III. STAFF RESPONSIBILITIES:**

* **Program Associate**

1. Program Associate maintains a list of instructors/speakers including

contact information. Provide information on previously taught courses.

2. Program Associate forwards course ideas from members and any offers to teach to appropriate resource group chairs.

3. Program Associate coordinates with instructors, coordinators, resource

groups to develop the schedule for each term.

4. Program Associate collects needed information on each course, lecture or special event to share with other staff.

5. Program Associate communicates deadlines for the catalog and other

needed information.

6. Program Associate communicates information from other

locations/resource groups.

7. Program Associate attends resource group meetings and communicates action items.

8. Program Associate attends program committee meetings to share information and ideas.

* **Executive Director**

1. Executive Director maintains positive relationships with Mason

administration, faculty and staff.

2. Executive Director seeks opportunities to establish new relationships with Mason faculty leaders in order to facilitate and encourage faculty

presentations for OLLI courses, special events and activities.

3. Executive Director oversees the functions of the program committee and resource groups and participates in meetings as appropriate.

4.Executive Director assists chairs with recruitment efforts and with

introductions to Mason faculty leaders.

5.Executive Director monitors needs for equipment and materials and

approves funding from the OLLI operating budget.

6.Executive Director addresses needs for facilities and additional venues for classes and activities.