

# OSHER LIFELONG LEARNING INSTITUTE

*at George Mason University*



## MEMBER HANDBOOK

## OLLI STAFF MEMBERS

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2014 OSHER LIFELONG  
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## **WELCOME TO NEW MEMBERS!**

This handbook has been prepared to make your orientation into the Osher Lifelong Learning Institute (OLLI) family more comfortable. Within its pages you will learn basic information about how the Institute operates and how you can enhance your own OLLI experience.



You've already become acquainted with the contents of our catalog, its terrific class listings, club offerings, special events and trips. Before long, you will learn what kinds of courses you most enjoy—large lectures, small friendly discussions, performance groups or language classes. We encourage members to visit each of the three locations to broaden their OLLI program choices.

A liaison in each class will introduce the instructor to you, inform you of any special announcements and remind you to always wear your name tag, necessary in our large organization as a courtesy to the teacher and fellow students. The liaisons will also remind you to sign in at each session, thereby keeping staff informed about attendance and the success of the class.

## CATEGORIES OF MEMBERSHIP

- “Full” members – Entitled to unlimited\* courses and activities at any OLLI location, renewable annually for four terms. Annual dues are \$375.
- “Introductory Rate” members – Entitled to unlimited\* courses and activities at all three OLLI locations for one term for \$150. After this initial term, you may become a full member by paying \$375 for the next term you wish to register for classes.

\* As space is available

## PURPOSE AND BACKGROUND

Our purpose is to provide intellectual and social experiences for retirees and older adults in the Northern Virginia community. Founded in 1991, we are an independent organization run by our members on a volunteer basis, with a small paid administrative staff. OLLI is an affiliate of George Mason



University (Mason), a member of the Road Scholar (Elderhostel) Network and receives support from the Bernard Osher Foundation. No one will ask you to take an exam, and you won't be concerned about earning credits either. Your courses, attendance at special events and ongoing activities will provide you with many opportunities to make friends.

## **STRUCTURE**

Governance of our Institute falls to a Board of Directors elected by the membership on an annual rotating basis. Board members serve three-year terms and may be re-elected, but may serve no more than two terms consecutively. The Board elects its own officers, and they include president, vice president, secretary and treasurer.

The Board of Directors normally meets at ten o'clock am on the third Friday, most months at Tallwood, and at least once annually in Reston and Loudoun. These meetings are open to members and, in fact, the Board encourages members to attend. Becoming informed about important OLLI matters, future plans and policies is a good investment of member time. An annual meeting occurs in late spring where those running for upcoming positions on the Board present their qualifications for office.

The Board sets policies, approves the budget and oversees the functions of the executive director. It also sets up standing committees that currently include audiovisual support, publications, e-news and website development, facilities, finance, governance, landscaping, member services, program, outreach, strategic planning and university liaison. In addition, there are program planning groups that assist in the development of our program in the following areas: Art/Music, Economics/Finance, History/Current Events, Humanities/ Social Sciences, Language/Literature/Theater, Religious Studies, Science/Technology/Health and Special Events. The president appoints the chairs for each committee and each chair is responsible for selecting its members. Some committees require more members than others, and all chairs welcome inquiries about opportunities to serve on their committees.

The executive director works at the behest of the Board of Directors and is responsible for the smooth-running operation of the Institute. She oversees the staff and office, the overall program and outreach. She is also OLLI's contact person and represents us to the public.

## STAYING INFORMED

### *The OLLI Catalog*

The current term catalog is the primary source of information about the ongoing operation of OLLI. In addition to courses, special events and clubs, members will find information about site locations, registration procedures, Mason privileges, closing policies, directions to classroom sites and opportunities to support OLLI financially. The catalog is available in hard copy and online at the OLLI website.

### *The OLLI Website:*

OLLI's own website ([www.oli.gmu.edu](http://www.oli.gmu.edu)) contains a vast amount of information about the Institute and is updated frequently. It's the place to look first for answers to your questions.

### *Email Messages*

The OLLI office frequently sends email messages to the membership, informing them of developments that will keep them aware of what is going on with the Institute, especially matters that affect them. Email is also used to confirm course schedules and provide updates and timely reminders. **Members should ensure that OLLI has a reliable email address.** This can be done via the "Membership" menu of the online Member Portal. We also suggest that the web address ([oli@gmu.edu](mailto:oli@gmu.edu)) be included in address book or contacts on members' personal computers.

### *OLLI E-News*

Each Friday a new edition of *OLLI E-News* is emailed to all members with email addresses and posted on our website. This publication gives timely, informative and interesting news about ongoing OLLI activities. A paper version for members without computers is available in the classrooms on the following Monday when classes are in session. In addition to the *E-News*, the *OLLI Loudoun Notes* and *Eye on Reston* newsletters are periodically sent to members who wish to receive information specific to those locations. Recent versions of these newsletters may be found on the "What's New" page of the OLLI website.

### ***Membership Directory***

We continuously update the Membership Directory, which includes names, addresses, phone numbers and email addresses for all members. The current version is available online via the OLLI Member Portal to all members. We also print a small number of copies twice a year for those members without computers.

### ***Bulletin Boards***

You will find messages of interest on bulletin boards at each location, including information about senior activities outside of OLLI. Members who are interested in carpooling or who need a ride to OLLI locations can post information on the bulletin boards. Be sure to check the boards from time to time, especially if you are also interested in ride sharing.

### ***Facebook***

OLLI members may consider joining the OLLI Facebook group as a means of enhancing intra-OLLI communications. You can access this group by clicking on the Facebook icon on the OLLI website.

### ***Feedback***

Feel free to question or make suggestions to Board members about any issue that concerns you. Suggestions on any topic are welcome, and suggestion boxes are located in various places at each OLLI site. You can make your thoughts known through the Suggestion Box in the “Contact Us” menu of our website as well. The staff at the Tallwood office is there to help you between the hours of 9 am and 4 pm while classes are in session, and 9 am and noon between terms. You can also speak to the OLLI staff assistants in Reston and Loudoun. Staff will also respond in a timely manner to emails sent to [olli@gmu.edu](mailto:olli@gmu.edu).

## **FRIENDSHIP**

New members who want to enlarge their circle of friends through membership should take advantage of clubs and special events. Be proactive by introducing yourself to others in classrooms before class begins or in the social room. OLLI members are a sociable bunch and especially if you are wearing a name tag with a red dot on it, they will greet you with a warm welcome. To encourage collegiality and

friendships, it is our expectation that all OLLI members wear their official nametags to OLLI courses and activities. If you ever forget or lose your nametag, please ask an OLLI staff member for a replacement or a temporary name badge. You will find that friendship is the ultimate result of volunteer involvement because committee work requires plenty of give and take where we get to know each other well. Our list of volunteer opportunities covers a broad range of services and calls for a variety of skills. As your interests and talents become known, committee chairs will identify how best to use them in service to the Institute.

## **VOLUNTEERING**

Without volunteers, OLLI would not exist. Volunteers defray costs that would otherwise have to be covered through member dues. Rather than pay for many operating costs, member volunteers do a large proportion of the work of running the organization. Course instruction, comparable to that found in college, is provided without remuneration. No, even the Mason professors don't get paid! The program quality of OLLI classes continues to be the core of the Institute's recognized success and leadership in the Lifelong Learning Institute (LLI) field.

Volunteering offers opportunities for enjoyment beyond that of participating in class experiences and should be personally satisfying and rewarding. You need not have prior experience or expertise in a particular field, although this is always welcome and in a few cases, necessary. Everyone has the talent to help in some capacity. Training, when necessary, is available. You should volunteer to do only what you want to do. We know your time is valuable. We do not ask you to put in more time than you can handle comfortably or serve longer than desirable. You can always change your volunteer activity.

Often members express concern that they don't have the time or the talent to give service to OLLI in the areas available. The desire to give back can be satisfied in alternative ways; some of our members choose to contribute additional money to the Friends of OLLI.



### ***How to Volunteer***

Please do not wait to be asked. Rather, take the initiative. OLLI committee chairs and Board members are always on the lookout for help. After checking out the opportunities on the following pages, you may find a particular job attractive to you. Call the office at 703-503-3384 and offer your services or check the catalog or the website for the name of the chair of whatever committee interests you. Word travels fast, and you will be contacted.

### ***What Is Expected of Volunteers***

*Promptness:* Always show up on time.

*Dependability:* Attend committee meetings or let your committee chair know in advance of your absence.

*Initiative:* OLLI thrives on new ideas. Feel free to share your ideas with your chair or leader and be willing to follow up if you've been given a green light.

*Responsibility:* No matter how small or large the job may seem, it is essential to OLLI's success.

### ***What You Can Expect***

You should expect clear and professional communication from your leader, appreciation for your time and effort, respect and whatever training is necessary.

If you feel there are deficiencies in any area, talk with the person overseeing the activity. Feel free to speak to the executive director, the president or any Board member if you notice that something needs to be addressed.

## **VOLUNTEER OPPORTUNITIES**

### ***Audiovisual Support Committee***

Assist the staff in maintaining and improving classroom audiovisual and computer/information technology equipment. Help staff identify what instructors and presenters wish to do with AV and computer equipment, and help solve any problems encountered. Advise staff, Finance

Committee and Board on AV and computer equipment budget and acquisition.

### ***Development Committee***

Plan and coordinate, in concert with the executive director and Finance and Strategic Planning Committees, all short-term and long-range fund raising activities for OLLI. Advise the OLLI Board and the president on matters relating to development/fund- raising, including special/individual fund raising solicitations.

### ***E-News Committee***

Oversee *OLLI E-News* to assure its consistency, accuracy, attractive appearance and conformity with professional journalistic standards. Initiate and encourage submission of articles and notices for *OLLI E-News*.

### ***Facilities Committee***

Develop plans and proposals for the Board of Directors to ensure that the facilities at all present and future OLLI campuses support the overall mission of OLLI. Monitor needs for improvements in: classroom, parking, technology, socialization and storage.

### ***Finance Committee (Policy)***

Oversee the financial policies and procedures of the Institute to assure its fiscal soundness. Assist the treasurer and the executive director in the preparation of an annual operating budget for approval by the Board of Directors. Assist the treasurer and the executive director in the monthly review of operating financials. Assist the treasurer in periodic review of the organization's accounting procedures and controls to provide reasonable assurance that accounting and bookkeeping transactions are properly recorded.

### ***Governance Committee***

Upon request by the Board, address governance-related issues and

provide recommendations to the Board. Since this Committee reports to the Board, the chair will be a member of the OLLI Board or past president. The chair of this standing committee will assemble appropriate OLLI members and, if needed, outsiders to address specific governance issues of the Board.

### ***Instructors and Speakers***

Approximately half of OLLI courses are taught by member volunteers. OLLI staff and the program planning groups support members who would like to teach. Courses can be adapted to different teaching styles: lecture, discussion, seminar, hands-on. Our experienced member instructors are available as mentors for new instructors. There are regular opportunities for guidance and training for any member interested in teaching. If you would like to teach, you are encouraged to become an instructor. There is a **Teacher's Manual** available in the office or on the OLLI website

### ***Landscaping Committee***

Provide an attractive, changing outdoor environment for the Tallwood campus in the area surrounding the buildings and parking lots. Each garden is designed as an outdoor classroom and also provides areas for socializing.

### ***Member Services Committee***

Promote membership retention and satisfaction and provide certain member services at all OLLI locations. Set up a Hospitality Subcommittee; organize volunteers to assist in the OLLI Tallwood office; maintain volunteer aspect of social rooms or areas such as exhibits, bulletin boards and lending libraries; represent and advocate for the membership perspective to the Board of Directors and arrange for liaisons in each class

### ***Class Liaisons***

At the beginning of each term, before classes begin, the Liaison Coordinators ask an individual from each class to act as its liaison. The liaison assists in the functioning of the class and

communicates pertinent information. The staff provides guidelines about liaison responsibilities. Announcements and reminders are provided via the *OLLI Communicator* each week during terms. When you register, you may indicate your willingness to be a liaison by checking the box next to the course title.

### *Hospitality Subcommittee*

Make arrangements for refreshments at OLLI meetings and events such as the Kickoff Coffees, the annual Holiday Party and the Town Meetings.

### *Office Volunteers*

Office volunteers comprise a subcommittee of the Member Services Committee. They work in the office as receptionists, make and answer phone calls, receive messages, operate the fax machine and photocopier, handle inquiries, mail requested materials and otherwise assist the staff. Assistants work one or more days a month. Training and instruction are provided. This activity offers social interaction and is a valuable asset to a very busy office. Contact the Member Services chair.

### *Outreach Committee*

Provide appropriate communications outside of OLLI and to the community in order to create positive visibility and encourage membership. Recruit members through marketing, publicity, placement of materials, booths at community and senior fairs, a speakers' bureau, encouraging members to promote OLLI to friends and acquaintances and other appropriate means. Assist executive director and staff in development and use of presentations (e.g., PowerPoint®, video, etc.) for use in recruitment and promotion of OLLI.

### *Program Committee*

Plan and coordinate all term educational courses, special events, trips and programming for all OLLI locations. Review course offerings for

balance of content and format at all locations. Support the work of class coordinators and serve as point of contact between the OLLI staff and individual program planning groups. Coordinate with executive director and program associate regarding needs of program planning groups, instructors, speakers and coordinators. Provide input for invitations to the annual Teacher Appreciation Reception. Provide input to the executive director regarding award of OLLI scholarships to various Mason schools, colleges, departments and/or institutes.

Membership of the Program Committee consists of the chairs of the individual program planning groups. These program planning groups, representing each of the academic discipline categories listed in the OLLI catalog, are made up of member volunteers who meet two or three times a year to share ideas, develop and implement courses for each session.

### ***Program Planning Groups***

Since the strength of OLLI's program comes from member input and participation, members who are interested in the program are encouraged to join one or more program planning groups or serve as liaisons in classes they attend. You should contact program planning group chairs listed by category in the current catalog. Program planning groups are subject-area groups that start out brainstorming ideas for classes and instructors and work through to suggest specific classes for their catalog subject area. For each suggested class, they strive to identify potential instructors or a program planning group member who will coordinate the recruiting of instructors for that class. The program associate and the executive director provide staff support to the program planning groups. The executive director provides ideas and strategies for classes and instructors and coordinates contacts with Mason faculty members.

### ***Publications Committee***

Oversee the OLLI Catalog and other publications to assure their consistency, accuracy, attractive appearance and conformity with professional journalistic standards. Develop procedures and guidelines to ensure that all publications contain only materials appropriate for dissemination to the membership, and if the material is intended for

release on the website, that the content is appropriate for an external audience and does not include privacy information. Provide technical and editorial support upon request to officers, staff and committee chairs in the preparation of the quarterly catalog of OLLI courses, *OLLI Ink*, Poets of OLLI, the Membership Directory, and Member Handbook as well as brochures, invitations, flyers and other materials for special purposes, including any publications intended for dissemination beyond the membership.

### ***Special Events Program Planning Group***

Special events are those singular activities such as expert lectures, performances or field trips offered each term. Volunteers on this subcommittee develop these events and serve as coordinators during the presentations or on bus tours, making sure that all arrangements are in order. General familiarity with opportunities within the geographic area is needed. Ten to twelve meetings a year are devoted to planning events and additional time to develop any one event. At least one year of active commitment to this subcommittee is desirable. Contact the chair of the Special Events Resource Group if you are interested in joining the subcommittee

### ***Strategic Planning Committee (Policy)***

Develop short-term and long-range strategic plans for consideration by the Board of Directors. In fulfilling its mission the committee will monitor and update the implementation of *Pathways to the Future* as a “living document.” The committee will seek to understand the internal and external trends, challenges and opportunities that may influence OLLI’s future. Meet and coordinate with OLLI committees as well as encourage communication with various external communities, LRIs and OLLIs to understand the issues, trends and challenges occurring in both our internal and external environments.

### ***University Liaison Committee***

Under the supervision of the executive director and president, establish contacts and promote effective working relationships with administrators of Mason. Promote and facilitate effective working relationships between

OLLI committees and resource groups with appropriate Mason departments and administrative units. Identify and maintain a roster of OLLI members who have links with Mason departments, administrative units and faculty/staff; and make this information available to the Board and committee/resource group chairs.

### ***Website Committee***

Oversee the OLLI website to assure its consistency, accuracy, attractive appearance and conformity with professional journalistic standards. Develop procedures and guidelines to ensure that the website contains only materials appropriate for dissemination to the membership, that the content is appropriate for an external audience and does not include privacy information unless authorized by the individual. Provide technical support upon request to officers, staff activity coordinators and committee chairs in the use of blogs and webpages on the website.

In addition to the many courses and volunteer opportunities, you may be interested in participating in one or more of these ongoing club activities:

- Book Club
- Bridge Club
- Classic Fiction Book Club at Loudoun
- Cooking Club
- Craft and Conversation Group
- Gourmet Club
- History Club
- Homer, etc.
- Mah Jongg Club
- Knitting & Needlework
- Memoir Writing Club
- Personal Computer-User Group (OPCUG)
- Photography Club
- Recorder Consort
- Tom Crooker Investment Forum
- Travel Club
- Walking Club
- What's In the Daily News?



# UNIVERSITY PRIVILEGES

The following privileges are available for all OLLI members. For most of them, a “G number” is required; others also require a GMU photo ID. Applications are available in the OLLI office and in the “Doc Store” of the OLLI Website.

## **Recreation Facilities at the Fairfax Campus**

- Participants offered annual memberships at the same rate as employees of the University (currently \$250).
- OLLI members receive a parking pass with their membership. This offer does not extend to faculty, staff, administration or other affiliates.

## **Freedom Aquatic and Fitness Center (Prince William Campus, Manassas, VA)**

- 15% discount off of regular annual membership rates.

## **Book Store**

- Receive a 10% discount on most merchandise.
- Exclusions include, magazines, newspapers and convenience items or as designated.

## **Johnson Center Cinema**

- \$1 fee for movies.

## **Dining Services**

- Discounts may vary.

## **Library**

- Take out up to ten books at one time.
- Books may be withdrawn for a three week period with one renewal.
- Request books from other University campuses except from Arlington Law Library.
- Current OLLI instructors and speakers may also borrow audiovisual materials (videos, DVDs) from the Johnson Center Media library for one week.



**Patriot Center**

- Discounts vary per event; requires Mason ID card.

**Center for the Arts (Performing Arts)**

- Discounts vary and are not available for all events; requires Mason ID card.

**CUE Bus**

- CUE Bus rides for free with show of Mason ID card.

**Apple Federal Credit Union**

- Entitled to join as a member of the Credit Union.
- Same benefits as all Apple Credit Union members.

**Capital One Bank**

- Check-cashing privileges at Capital One Bank campus locations requires Mason ID card.

**Mason Inn**

- Same discount as offered to faculty and staff.
- Group room block discount available.

*Updated February 2014; All privileges subject to change.*



## OLLI AFFILIATIONS

### ***George Mason University (Mason)***

Our relationship with Mason is set forth in an affiliation agreement last signed in 2012. Under this arrangement, Mason provides OLLI with space on its campus to conduct OLLI activities on a rent-free basis and furnishes reimbursable supporting services. Mason faculty members are encouraged to teach at OLLI on a voluntary basis without remuneration or honoraria.

In turn, OLLI grants scholarships to the GMU Foundation, awarded to Mason students; establishes close-working relationships with selected Mason departments, participates in joint and cooperative programs of classes and activities with university entities and informs OLLI members of Mason's educational, social, cultural, community and other activities.

The agreement also provides that Mason and OLLI will support one another's educational and financial objectives, policies and goals before national, state and local government bodies.

### ***The Bernard Osher Foundation***

OLLI is one of many LLIs in the United States that have received grant support from the Bernard Osher Foundation. The initial grants in 2004 and 2005 were used primarily to repair and update existing physical facilities. Osher contributed a \$1,000,000 endowment to the GMU Foundation in 2006, with interest income provided annually to OLLI. A second \$1,000,000 endowment was granted in July, 2012.

### ***Elderhostel Institute Network (EIN) and Road Scholar***

EIN is a voluntary association of lifelong learning institutes funded by Elderhostel, Inc. Formerly known as Exploritas and Elderhostel, Inc., Road Scholar is a nonprofit organization dedicated to providing educational opportunities to older adults. Affiliates must maintain high quality academic programs. For further information, go to [www.roadscholar.org/ein/intro.asp](http://www.roadscholar.org/ein/intro.asp).

## THREE OLLI HOMESITES



Fairfax – “Tallwood”  
4210 Roberts Road - Fairfax, VA 22030



*Reston* - United Christian Parish Church  
11508 North Shore Drive, Reston, VA 20190

*Loudoun:*  
Summer 2014:  
Northern Virginia Community College Loudoun Campus  
21200 Campus Drive  
Sterling, VA 20164

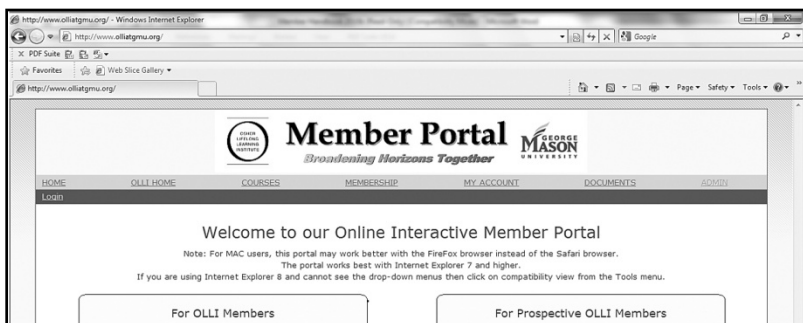
Fall 2014 and Beyond:  
Mason in Loudoun  
21335 Signal Hill Plaza  
Sterling, VA 20164

## OLLI ON THE WEB:



*The OLLI website ([www.oli.gmu.edu](http://www.oli.gmu.edu)) has a wealth of information. Use the Quick Links at the left to find information.*

## OLLI MEMBER PORTAL:



*Use the Member Portal for registering, updating contact information, voting, viewing Board documents, and accessing the online Member Directory.*

# OLLI SPIRITWEAR



On the web: <http://olligmu.promoshop.com/>

Order sweatshirts, shirts, caps and tote bags with the OLLI/Mason logo at any time directly from the vendor for delivery to your home. At the store, click "OLLI-GMU Store" to see the pictures, then click on each item to see details. ***Note:*** *The pictures do not show our logo but it will be embroidered on items that you order.*

