



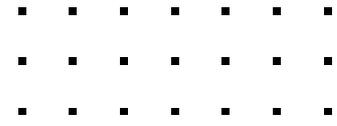
**VOLUNTEER**

# HANDBOOK

WELCOME TO OLLI AT UM

2023 / 2024

# OLLI at UM Contact Info



## OLLI STAFF

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NAME	TITLE	EMAIL
Michelle Alvarez	Executive Director	malvarez@miami.edu
Ady Marrero	Program Manager	axm7814@miami.edu
Caroline Carlson	Program Coordinator	cmn40@miami.edu

## OLLI OFFICE

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### LAU FOUNDERS HALL

🏠 1550 Brescia Ave, Coral Gables, FL 33146

Monday–Thursday, 9 a.m. to 4:30 p.m.

Friday, 9 a.m. to 12 p.m (Staff remote after 12 p.m)

☎ 305-284-6554

✉ Osher@miami.edu

🌐 Miami.edu/OLLI



# Volunteer at OLLI

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Volunteering is a wonderful way to meet new friends, stay active and make a difference in your community. We encourage all members to share their time and their talents as the committees are always seeking new ideas and assistance. Members can choose from a variety of volunteer opportunities listed below.

- Social events
- Office support (outreach phone calls)
- Event planning
- Technology support (in-person)
- Serve on a Committee
- Teach a course
- Lobby/Class Greeter

# Teach at OLLI

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Our instructors find teaching at OLLI to be a rich and rewarding experience. We welcome new and returning instructors and invite course proposals that range from academic subjects to skills and activities. We also encourage a variety of teaching formats, including facilitated discussions, informational lectures, hands-on instruction, and field trips.

If you are a prospective instructor interested in teaching a course, [please click here](#) to fill out our course proposal form. If you should have any questions, please contact us at osher@miami.edu or 305-284-6554.

# THE DIRECTOR'S ADVISORY COUNCIL

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The Advisory Council supports OLLI@UM and its Director. Its members serve as advisors and advocates of the OLLI mission, promote a vibrant learning community, and further the educational goals of the Institute and the University.

The Advisory Council serves in an advisory role to the Director, does not set policy and serves without compensation.

## PRIMARY DUTIES

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- Must be an active member of OLLI
- Be knowledgeable about OLLI's mission, vision, goals, services, and policies as well as its relationship with the University of Miami
- Provide strategic planning to ensure program growth and quality
- Advise and assist the Director by drawing on their individual skills and experience in areas such as planning, marketing, contacting policy makers and community leaders, fund raising, and new program development
- Actively serve on a standing committee
- Attend monthly Council meetings as scheduled with only two excused absences permitted per year. Three or more absences in a 12-month period, without adequate excuse, will result in automatic removal from the Committee.

More information on the Advisory Council can be found within the OLLI bylaws. [Click here to view the bylaws.](#)

# DIRECTOR'S ADVISORY COUNCIL MEMBERS

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**Victoria Luther**  
vickiluther@aol.com  
**Chair**



**Susan Rosenthal**  
educatorsusan@aol.com  
**Vice Chair**



**Pamela Dickson**  
odysea33@gmail.com  
**Secretary**



**Rudy Gonzalez**  
rgonzs1@aol.com  
**Member**



**Edwin Harper**  
elharper@me.com  
**Member**



**Art Young**  
judge74@aol.com  
**Member**



**Donna Gordon**  
Konnading@gmail.com  
**Member**

## **Past Advisory Council Chairs/Non-Voting Members:**

Lucy Harper, Joe Falowitz, Albert Fine, Leslie Gross,  
Haim Karp, Elizabeth Newman

# OLLI at UM Committees



## **VOLUNTEER COMMITTEE**

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Assist and support OLLI membership during everyday operations, functions, and special events.

## **PRIMARY DUTIES**

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- Recruit possible volunteers through information at Open Houses
- Coordinate volunteer support to prepare rooms for on-site events as needed
- Invite new members to a meet and greet with volunteers from the different committees for more current information about the goals and possibilities of volunteering at OLLI
- Provide assistance at the front desk as needed
- Assist at preparation and follow through at get-togethers, outreach programs, and at special events at OLLI
- Provide assistance as greeters at the beginning of each session
- Provide assistance as a classroom ambassador
- Assist at registration and course enrollment for each session
- Regularly notify the Marketing and Communications Committee of its activities so that they may be publicized effectively.

# SOCIAL EVENTS COMMITTEE

The duty of the Social Events Committee is to help build a dynamic member community by planning and coordinating on and off-campus activities for the enjoyment of OLLI members

## PRIMARY DUTIES

- Identify on and off campus activities for OLLI members
- Contact prospective venues and determine the viability of various transportation, parking and carpool options.
- Coordinate volunteer support to prepare rooms for on-site events as needed
- Evaluate activities and programs to identify best practices and areas for improvement
- Create opportunities for engagement with and connection to the UM campus community
- Communicate with the Marketing and Communications Committee and Volunteer Committee on proposed events so these events can be publicized effectively.
- Work with staff to plan and implement member engagement and appreciation activities



# ELECTIONS COMMITTEE

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Meet on an as-needed basis to nominate a slate of candidates for the next Advisory Council election of members, based on the qualifications and rules outlined in the OLLI Bylaws.

## PRIMARY DUTIES

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- Review the criteria and standards for qualifications of nominees including but not limited to their period of membership, prior community involvement, and personal statements of interest.
- Inform potential Advisory Council candidates of the election rules.
- Review candidates' nomination forms and interviews, and select a slate of the required number of candidates to stand for election for each post to be filled.
- Working with OLLI staff, publicize the names and backgrounds of the candidates
- Encourage OLLI members to vote
- Notify the OLLI membership of the results of the election.



# MARKETING, COMMUNICATIONS, MEMBERSHIP COMMITTEE

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Develop methods to increase and retain OLLI membership, ensure that the internal and external communications are aligned with the overall strategic plan of OLLI, and develop creative ways to enhance OLLI's brand.

## PRIMARY DUTIES

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- Participate in activities that promote OLLI, both internally and externally.
- Engage OLLI members at informal activities to sustain membership
- Create a dynamic community
- Reach out for new members
- In collaboration with the OLLI Social and Volunteer Committees, engage members in social and special events, volunteer activities, and educational programs.
- Organize surveys of former members to obtain feedback on the OLLI program
- Organize member surveys to gauge the success of our outreach to members and to gather member feedback
- Assist in developing annual plan for OLLI



# CURRICULUM COMMITTEE

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Identify and develop courses and help ensure that the courses and speakers/instructors are of the highest quality available.

## PRIMARY DUTIES

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- Explore and propose to the Director robust educational programming, and develop a diverse and stimulating curriculum.
- Participate in sub-committees to identify potential instructors and topic research.
- Research possible topics for courses and make recommendations to committee and Director
- Interview potential new instructors
- Review and assess course proposals and evaluate instructors.
- Organize evaluations of instructors and courses.



# SPEAKER SERIES COMMITTEE

Find and enlist compelling and relevant speakers for our monthly OLLI Speaker Series, an exclusive perk for OLLI members at no cost.

## PRIMARY DUTIES

- Schedule, organize, and promote our monthly Speaker Series events by creating promotional material
- Facilitate speaker introductions
- Offer technical assistance as required
- Oversee the Speaker Series and handle questions



## **BY-LAWS COMMITTEE**

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Revises and amends the OLLI Bylaws to ensure organizational structure reflects the goals and needs of the program.

### **PRIMARY DUTIES**

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- Reviews the OLLI Bylaws at least an annual review of the bylaws to determine whether to propose any revisions or amendments
- Consider amendments proposed by the Bylaws Committee and/or members of the Advisory Council
- Prepare amendment language to be approved by the Advisory Council; and, if so approved, incorporate such amendments into the current bylaws, throughout the course of the year.

## **DEVELOPMENT COMMITTEE**

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The duty of the Development Committee is to identify, recommend and implement appropriate fundraising projects.

### **PRIMARY DUTIES**

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- Propose financial goals for fundraising projects
- Develop and execute a fundraising campaign
- Monitor fundraising performance
- Explore new development projects, activities, and ideas for use in the future.
- Build a volunteer staff to assist with fundraising campaigns
- Help develop policies for committee and staff actions related to gift solicitation and recognition.

# COMMITTEE CHAIRS

## CURRICULUM

NAME	TITLE	EMAIL
Rodolfo Gonzalez	Chair	rgonzsl@aol.com
James Gross	Vice Chair	jmgross13@me.com

## SOCIAL

NAME	TITLE	EMAIL
Randy Letzler	Chair	reletzler@gmail.com

## VOLUNTEER

NAME	TITLE	EMAIL
Shirley Katz	Chair	osher@miami.edu

## MARKETING, COMMUNICATIONS, MEMBERSHIP

NAME	TITLE	EMAIL
Pamela Dickson	Chair	odysea33@gmail.com
Victoria Luther	Vice Chair	vickiluther@aol.com

## BY-LAWS

NAME	TITLE	EMAIL
Arthur Young	Chair	judge74@aol.com

## DEVELOPMENT

NAME	TITLE	EMAIL
Edwin Harper	Chair	elharper@me.com

## SPEAKER SERIES

NAME	TITLE	EMAIL
Joe Falowitz	Chair	joeyknows@aol.com