

# BECOME AN OSHER VOLUNTEER!



UC San Diego

Learn more: [olli.ucsd.edu](http://olli.ucsd.edu) • [olli@ucsd.edu](mailto:olli@ucsd.edu) • (858) 534-3409

Volunteers are an important part of why our Osher program is so successful. Please consider volunteering in one of three ways: on our executive committee, as a council member, or a committee member. You will benefit by developing lasting bonds with other members and knowing that your contributions make a positive impact on the program, and are deeply appreciated.

## EXECUTIVE COMMITTEE (Five elected volunteers serving staggered 2-year terms)

- **President**

Osher's official university representative who leads the institute and creates a sense of community and connection for all members. Presides over council and executive committee meetings, plans the agenda, implements the decisions of the council and communicates them to the membership.

- **Vice President of Planning**

Plans the program activities and events of the institute. Works closely with the curriculum committee and activities committee chairs to ensure proper scheduling and support. Responsible for directing Osher's community outreach programs to increase program visibility in the San Diego and UC San Diego community.

- **Vice President of Administration**

Oversees the work of the program office and its needs. Coordinates the institute's long-range schedule, electronic voting, member surveys and managing the Osher email lists in the absence of the Program Manager. Acts as a liaison with university departments to promote volunteer opportunities for Osher members: i.e. participating in studies, working with the International Center as tutors and similar opportunities.

- **Secretary**

Takes the minutes at council meetings (kept in the Institute office) and assures that changes in policies and procedures are recorded in the manual. Also keeps notes at executive committee meetings.

- **Treasurer**

Prepares the annual budget (with the President, Program Manager, and the UC San Diego Extension Program Director) for submission to the executive committee and then to the council for review and approval. With the President and approval of the council, reviews and recommends expenditures and income of assets invested in the UC San Diego Foundation and the Office of the President (UCOP). Prepares quarterly financial reports (with the Program Manager) on operating receipts and expenditures using UC San Diego's financial system.

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**"I was taught at an early age that there was much satisfaction derived from being a volunteer. Being able to interact with likeminded people by volunteering for the many tasks that make this such a wonderful organization has been a wonderful experience for me. The friendships that I have made are priceless and I am so happy to use my skills to help others."**

— Carol Roberts, Osher Volunteer

**"Our Osher is located in the heart of the best learning and research anywhere and affords us incredible lectures. Working to make it possible to record our lectures and seeing the response from members and senior living facilities has been very rewarding. 500 hits per month. As well as the growth in community spirit in recent years."**

— Jim Wyrzten, Osher Volunteer



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### **COUNCIL MEMBERS** (Five elected positions each year serving 3-year terms each)

- The council is composed of fifteen members with oversight of the Osher program. It receives reports and votes on all matters of importance along with the five elected officers and immediate Past-President. It is responsible for ensuring effective governance of fiscally sound programs as well as strategic direction of the organization.

### **COMMITTEE DESCRIPTIONS** (Chairs are non-elected positions with no term limits and may determine the size of their committees)

- **Marketing Committee**  
Develops and executes a marketing plan for the year with the Program Manager.
- **Membership Committee**  
Helps build the Osher community through membership recruitment and retention efforts.
- **Curriculum Committee**  
Facilitates the planning of Osher classes and activities every quarter of the year.
- **Live Music Committee**  
Selects and hires musicians with assistance of curriculum committee.
- **Theatre World Chair**  
Selects productions and casts performances each quarter in coordination with Theatre World Directors.
- **Events Committee Chair**  
Plans and executes all off-campus trips and activities away from Osher.
- **Open House Chair**  
Plans and executes two Open Houses per year with the goal of recruiting new members.
- **Happy Hour Chair**  
Plans and hosts Happy Hours with input by executive committee.
- **Fundraising Committee Chair**  
Sets and achieves a fundraising goal every fiscal year with the Program Manager.

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**"Since joining UC San Diego OLLI in the winter of 2011, I have served as a member of the leadership team as a council member. In that time, I have worked with many people who believe, as I do, that if you truly love something you have to give back to it so that you can maintain and improve it. The joy is seeing your work payoff in the vibrant program we have."**

— Neil Perl, Osher Volunteer



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