

## Osher Lifelong Learning Institute at Tufts University Executive Board Members

The mission of the Osher Lifelong Learning Institute at Tufts University is to engage the minds, elevate the spirits, and foster the well-being of its members through a wide range of educational and cultural programs as well as opportunities for volunteer service, travel, and social activity. With this goal in mind we recruit and retain board members based on the sense of fulfillment they receive from supporting a lifelong learning program as well as their genuine and emotional engagement in our mission.

### General Board Members Requirements

Executive Board Membership. The Executive Board, in addition to the Chair and Vice-Chair, shall consist of (i) at least two at-large members, elected by the Institute's membership at its annual meeting, (ii) the chairs of all Committees (iii) an Editor and (iv) a Financial Advisor. At-large members shall be elected for staggered two-year terms. Vacancies in at-large positions shall be filled by appointment of the Executive Board to serve until the expiration of the term. The Director and one representative from each satellite campus shall serve as *ex officio* non-voting members of the Executive Board. Past Chairs of the Executive Board may continue to serve as *ex officio* non-voting members of the Executive Board.

- Are ready to make a serious commitment to participate actively in the work and fully understand the amount of time required for particular positions.
- Bring some familiarity with governance practices as well as legal, financial, or business management skills to ensure the board can manage itself from an operational and administrative perspective.
- Have a willingness to engage in and exercise organizational responsibilities and to formulate and implement policy. Be observant enough to “stay ahead of problems” and willing to react appropriately.
- Are both respectful and collaborative and encourage participation of others both on the board and among our members.
- Are able to represent our members effectively.
- Have worked for a similar organization or convey a genuine and emotional engagement to our mission.
- Have experience relevant to our organization; preferably as leaders and board members.

### Responsibilities and Experience Unique to Each Executive Board Role

#### Chair - 2-year term, serving no more than 2 consecutive full terms

Elected by the membership at the Annual Meeting.

- Ensures the effective action of the board in governing and supporting the organization and its responsibilities.
- **Experience:** Has been with the Program for several years and has a clear understanding of how it operates. Has served on other committees and/or served as a Study Group Leader in the program. Traditionally has served as Vice Chair.

- **Meetings:** Develops agendas for monthly and special meetings in concert with the executive director and presides at board meetings.
- **Committees:** Assists the Director in seeking volunteers for committees and coordinates individual board member assignments. Requests monthly reports from the various committees and oversees the presentation of these committee reports at Executive Board meetings.
- **Board Affairs:** Ensures that board matters are handled properly, including preparation of pre-meeting materials, functioning of committees, and recruitment and orientation of new board members.
- The Chair traditionally serves as Vice Chair before serving in the Chair position. This is up to a total of 8 years commitment – 4 as Vice Chair and 4 as Chair.

**Vice Chair - 2-year term, serving no more than 2 consecutive full terms  
Elected by the membership at the Annual Meeting.**

- Acts as Chair in his or her absence; assists the Chair on the above or other specified duties.
- Works with the Chair to ensure an eventual and smooth transition
- The Vice Chair traditionally serves as Chair subsequent to serving in the Vice Chair position. This is up to a total of 8 years commitment – 4 as Vice Chair and 4 as Chair.

**Member at Large – Members at Large represent different OLLI constituents (e.g. general membership, Brookhaven, Stoneham and other satellite campuses) serving staggered 2 year terms – no term limits. Elected by the membership at the Annual Meeting.**

- Attend monthly and special executive board meetings.
- Demonstrate a willingness and ability to engage the membership in conversation on an informal basis at gatherings such as Morning Coffee and Lunch and Learn sessions.
- Elicit suggestions and concerns as well as the level of participation and the overall satisfaction with the operation of the organization.
- Provide feedback from the membership to the entire Board so that appropriate programmatic decisions may be considered.
- The satellite campus Members at Large are responsible for communicating member concerns especially from their satellite campus at OLLI board meetings.

**Committee Chairs – no term limits**

**Elected by the particular Committee members with concurrence of the Director.**

- Lead the particular Committee to which he or she has been elected as Chair.
- Have a commitment to the organization and its goals.
- Have a willingness to devote the necessary time and effort including attendance at the monthly Executive Board meetings.
- Possess good judgement and independence of mind.
- Show a willingness to work collectively as part of a group.
- Seek constructive debate and dialogue over confrontation.

**Nominating Committee – 3-5 members, serving staggered 2-year terms – no term limits.  
Elected by the membership at the Annual Meeting.**

- Attend 2 – 3 meetings per year.
- Have familiarity with the organization.
- Have familiarity with the active members.
- Develop a slate of candidates (Chair, Vice Chair, Executive Board Members at Large, and Nominating Committee Members) to be presented at the Annual Meeting and to be voted on by the membership.
- Develop and manage job descriptions for these positions.
- Engage in “Networking” all of the time.