



**Washington University
in St. Louis**

Executive Advisory Committee Overview

Overview. The purpose of the Executive Advisory Committee is to provide support and counsel to the OLLI Director, to provide a membership perspective in operational decisions, and to represent OLLI in the community.

Composition. The Executive Advisory Committee is comprised of officers (Chair, Vice-Chair and Secretary) and four at-large members, plus the immediate past chair and Curriculum Committee chair, all of whom shall be members of the Osher Lifelong Learning Institute (OLLI).

Terms/Time Commitment. Committee terms are two years and reflect the OLLI business year (July 1 – June 30).

The minimum time commitment associated with Executive Advisory Committee membership is about one hour per month. Depending on the projects or responsibilities taken on by the member, a commitment of up to a few hours per week is possible.

Meetings. The Executive Advisory Committee meets quarterly to advance operational and marketing considerations of the organization. Additional meetings may be requested by the Director or the Chair to navigate opportunities or challenging situations that are time-sensitive.

Scope of responsibility. Ultimately, this committee is an advisory body without fiduciary responsibility. Operations are the responsibility of the OLLI Director with oversight from the Associate Dean of University College. The committee provides counsel on issues of interest to OLLI members and multiplies the Director's efforts through taking on projects and engaging prospective and existing OLLI members and partners.

Duties of Executive Advisory Committee members include:

- Engaging on issues raised by the Director or Chair, which may include conducting research, contributing to discussions, providing analysis, posing questions, or casting a vote.
- Bringing issues to the Director or Chair that you believe impact the quality, safety, or financial prosperity of the organization.
- Identifying resources to support OLLI's offerings and operations. This means serving as an ambassador and conduit for potential new members, facilitators, partners, and sources of philanthropic support.

- Participation in four Committee meetings per year, as well as joining other OLLI events and activities. Committee members should strive to be meaningfully engaged with OLLI programs and courses, either as a facilitator or by registering/attending programs of interest to them.
- Modeling OLLI values during programs and events, including supporting OLLI facilitators during classes
- Working with the Director or Chair on special projects (as negotiated with the committee member) to advance OLLI's strategic objectives.