**Overview.** The Osher Lifelong Learning Institute at Washington University (OLLI) is a program of Washington University’s School of Continuing and Professional Studies (CAPS).

As a community service of the University, OLLI exists to improve the quality of life of older adults in our area due to the intellectual stimulation and social connection the program provides. Our mission is to provide learning experiences and social opportunities for adults age 50+, thereby nurturing connections between Washington University and its surrounding community. Members come together guided by our community values of curiosity, respect, inclusivity, positivity and kindness.

OLLI’s programs are designed for adults age 50+; however, participation is open to anyone over the age of 18. Our membership year is July 1 – June 30. Membership is $10 annually and includes an array of Zoom lectures and social opportunities. Courses and interest groups are available for registration at an additional fee. Course bundles offer discounted pricing for people who frequently participate.

OLLI’s professional staff includes a Director, and Administrative Coordinator, and one or more part-time Administrative Assistants. Part-time student workers may also be engaged to support OLLI operations. OLLI staff report to the Director who in turn is supervised by the Associate Dean and Chief of Staff of CAPS.

OLLI operates as a part of Washington University, a 501(c)3 non-profit organization based in Missouri. OLLI is financed by course and membership fees, annual giving support, and the annual income from our endowment.

OLLI operates in accordance with the direction, policies, rules, and regulations of Washington University. University policies concerning conduct, political speech, privacy, conflicts of interest, prohibition of commercial solicitation, discrimination, harassment, possession of firearms, and controlled substances are all in effect at OLLI. OLLI’s code of conduct is fully articulated later in this document.

OLLI’s policies may be amended by the Director at any time, under the supervision of the Associate Dean and Chief of Staff of CAPS.
OLLI communicates with its members and prospective members through its website, four printed course catalogs a year, email notifications, and social media postings. Additional communications will occur as deemed advisable by OLLI’s Director and the Marketing & Communications staff of CAPS.

**Member involvement.** OLLI is a program of Washington University; the University assumes the legal, financial, and liability risk of the program, collaborating with its volunteer leaders to create vibrant educational programming and social opportunities. OLLI maintains three committees to provide a member voice in its operations and decision making:

- Executive Advisory Committee
- Curriculum Committee
- Membership Outreach & Retention Committee

Full descriptions of each of these groups follow. Short form descriptions and current committee member names should be posted on OLLI’s website.

Committees should work in accordance with University policy and honor the University agreement with The Bernard Osher Foundation funding guidelines. Fiduciary, financial, liability, legal and program accountability responsibilities rest sole with the University as represented by the OLLI staff, which reports to the senior administration of CAPS.

A calendar of meetings for each committee is established prior to the beginning of the membership year. Additional meetings of any of the committees may be called as needed by the mutual agreement of the OLLI Director and the committee chair.

Minutes from meetings are taken and distributed to current committee members as well as retained by the OLLI office. Committee meetings are not open to the general membership, nor are committee minutes available for distribution beyond current committee members. Because these meetings are advisory, votes are seldom taken and no quorum is necessary for a committee meeting to occur.

OLLI members are encouraged to get involved with advising the operational and curriculum decision making of the group. Every year, an open call for volunteers occurs in March. A brief and simple webform will be created for people to share this information:

- Name
- Email
- Which of the OLLI volunteer roles are of interest (executive advisory committee, curriculum committee, membership outreach and retention)
- How and how long have you been involved in OLLI?
- Why is/are the role(s) you selected of interest to you?
- Please share a bit about your life apart from OLLI. Tell us about your skills, career, volunteer involvement or educational background.
The link to the webform is:

- given to OLLI Executive Advisory Committee members to share. They are encouraged to make announcements in their classes and also reach out to individual OLLI members they would like to see become more involved.
- posted on the volunteer part of the OLLI website, and
- emailed to all facilitators encouraging them to make an announcement before class on two different weeks. Facilitators will be asked to consider if they themselves might be interested in committee service to encourage an outstanding class member to volunteer for greater involvement. A deadline for expressing interest will be established, like late March or early April.

A paper copy of the volunteer interest form is available upon request in the office.

All submissions will automatically be collected by the director electronically, with any paper interest forms scanned to be shareable. Every effort will be made to find a way to engage those interested in volunteering at OLLI in some kind of volunteer role. Anyone who can’t be matched to a role will receive a phone call from the director or chair conveying this news.

Updated July 2024
Code of Conduct

Curiosity + Respect + Inclusivity + Positivity + Kindness=
The OLLI Way to foster a learning community

At OLLI at Washington University in St. Louis, we create a positive and affirming environment that strives to foster learning and social connection for all. We welcome learners of any race, gender identity or expression, sexual orientation, religion, national origin, economic status, and ability. Membership is open to all; programs are designed for those age 50 and above.

Members, facilitators, and staff are expected to demonstrate mutual respect, personal and academic integrity, kindness, and a commitment to civil discourse. This means:

• Demeaning or insulting behavior is unacceptable.
• Respectful exchange of ideas and perspectives is a core principle of OLLI. Differing perspectives and a variety of viewpoints are healthy and expected.
• Raised voices, physical aggression, or other disruptive behaviors are unacceptable.
• Facilitators are responsible for leading and moderating classroom discussion. They have the prerogative of asking members to hold their participation to the end of class or to another designated time.

Our principle of respectful inclusion applies to all OLLI courses, in-person and virtual, as well as to informal interactions in our shared space and sponsored events.

If you see any behavior that you believe may violate these expectations, please speak with a staff member or contact the office (osher@wust.edu) to report your concerns in a timely manner. The staff will follow up on the reported concerns in a manner consistent with the policies of Washington University and OLLI.

Violations can result in a disciplinary warning, probation, temporary removal from the premises, termination of membership or other privileges, and any other sanctions or remedial measures that may be taken by the university.
Executive Committee Overview

**Overview.** The purpose of the Executive 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 and succession of officers.** The Executive 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).

The general order of succession is that the Vice-Chair’s two-year term leads into a two-year term as Chair.

The new Vice-Chair is ideally chosen from among the engaged volunteers currently or recently involved in any of the three OLLI committees: Executive Committee, Curriculum Committee, and Membership Engagement & Recruitment Committee. The OLLI Director should engage in discussion with individuals to determine prospective candidates and discuss options with the current Chair and Vice-Chair before issuing an invitation to a new Vice-Chair.

The Chair remains an ex-officio member of the group for two years after their chairpersonship. Ex-officio duties may be performed by attending committee meetings or by serving as an informal consultant to the Director and other Committee members.

**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 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.

In the event that any Committee member cannot serve out their term, the Director and Chair should confer and appoint a member in good standing to serve out the term. Someone fulfilling a partial term may be invited to complete an additional full term in that appointed role.

**Meetings.** The Executive 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, OLLI’s Executive 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 assigned projects and, at the request of the Director, engaging prospective and existing OLLI members and partners.

**Minutes.** Minutes of the meetings are recorded by the Secretary and distributed to the full committee by the OLLI Director. An archive of minutes are stored in the OLLI office for reference by OLLI staff and members of the committee.

**Duties of all Executive 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. Executive 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.

Beyond these core responsibilities, the Committee officers have additional responsibilities.

**The Role of the Executive Committee Chair** is to work with the OLLI Director to support the committee and advance OLLI’s mission. Duties of the Executive Committee Chair include:

- Convening four committee meetings each year, identifying the agenda of these meetings in consultation with the Director
- Serving as a spokesperson for the Committee and a resource regarding OLLI courses and enrollment at local meetings as well as events sponsored by Osher national
- Providing confidential counsel to the Director on a wide range of operational, policy, volunteer, and membership issues.

**The Role of the Executive Committee Vice-Chair** includes:
• Chairing the Membership Engagement & Recruitment Committee to assure that OLLI volunteers are involved in well-considered strategies to reach out to new prospective members and to engage those who enroll in courses in ways that cultivate a sense of belonging.

• As needed, standing in for the Chair at meetings or events.

• Succeeding the current Chair after their two-year term is completed. The Vice-Chair should use their term to become familiar with the policies and structure of OLLI and how OLLI fits into Osher nationally and Washington University as our host institution. The Vice-Chair should be prepared to join the Chair and Director in key deliberations regarding policy, agenda setting, and volunteer leadership cultivation to assure continuity.

**The Role of the Executive Committee Secretary** is to create and maintain a record of the deliberations and actions of the Executive Committee. As such, it is particularly important that the Secretary attends all Executive Committee meetings, participate and take notes. After meetings, a draft should be shared with the Chair and Director for revision before the Director distributes the minutes to the full committee. The approximate time commitment of dedicated duties for the role is 10 hours per year.

**Recruitment of At-Large members.** Each year, OLLI will have 2 At-Large roles to fill. To create an open process while maximizing the chance that all who express interest find a volunteer role, At-Large member recruitment will occur in conjunction with recruitment for OLLI’s other volunteer needs. A brief and simple webform will be created for people to share this information

- Name
- Email
- Which of the OLLI volunteer roles are of interest (executive advisory committee, curriculum committee, membership outreach and retention)
- How and how long have you been involved in OLLI?
- Why is/are the role(s) you selected of interest to you?
- Please share a bit about your life apart from OLLI. We’d love to know whatever you’d like to share about your skills, career, volunteer involvement or educational background.

• The link to the webform will be

  - given to OLLI Executive Committee members to share. They are encouraged to make announcements in their classes and also reach out to individual OLLI members they would like to see become more involved.
  - posted on the volunteer part of the OLLI website, and
  - emailed to all facilitators encouraging them to make an announcement before class on two different weeks. Facilitators will be asked to consider if they themselves might be interested in committee service to encourage an
outstanding class member to volunteer for greater involvement. A deadline for expressing interest will be established, like late March or early April.

- A paper copy of the volunteer interest form will be available upon request in the office.
- All submissions will automatically be collected by the director electronically, with any paper interest forms scanned to be shareable. The Director will review the submissions that indicate interest in the Executive Advisory Committee with the past-chair to compile a list of vetted candidates for any open At-Large positions.
- The past-chair and Director will share a list of candidates that have passed this first round of screening, along with their questionnaire information, with the full Executive Advisory Committee for discussion. In the event that the past-chair is not available to consult in this first round of screening, either the Chair, the Vice-Chair, or both, may be invited by the Director to serve in this capacity.
- A closed meeting with no notes taken will occur in which the Executive Advisory Committee is encouraged to share their impressions of the candidates. The goal of the meeting is to arrive at a consensus resolution regarding who should be invited to join the Committee to fill any vacant At-Large positions. If consensus is not possible, an appointment can be made by the Director in consultation with the Chair.
- New at-large members will be announced to the OLLI membership prior to the start of the membership year. This will generally occur via the newsletter.
- Every effort will be made to find a way to engage those interested in volunteering at OLLI in some kind of volunteer role. Anyone who can’t be matched to a role will receive a phone call from the director or chair conveying this news as kindly as possible.

**Executive Advisory Committee Resignations and Removals.** Sometimes life circumstances, changing priorities or the changing nature of an organization like OLLI may cause Committee members to feel the need to resign their duties prior to completion of their terms. Resignations should be submitted in writing (email or mailed letter) to the Director and the Chair. The decision regarding whether someone else should be appointed to fill a vacancy and complete volunteer’s the term is at the discretion of the Director and should be made in consultation with the Chair.

OLLI Executive Advisory Committee members are expected to be fully in compliance with OLLI’s Code of Conduct, to be positive community ambassadors for the organization, and to support the organization’s staff and volunteer leadership. In the event a committee member does not adhere to the Code of Conduct, they may be removed from the committee, with or without the loss of OLLI membership privileges. Volunteer terminations are made based on the recommendation of the Director and the review of the Associate Dean & Chief of Staff.
Curriculum Committee Overview

**Overview.** The Curriculum Committee assures that, for each term, there is a broad-based offering of courses at OLLI and well-prepared facilitators to lead them. The committee is a group of OLLI members who serve as advisors to support the Director of the Osher Lifelong Learning Institute. Committee members engage other OLLI volunteers and prospective volunteers to cultivate course proposals.

**Composition.** The committee currently consists of a Chair, a Secretary, and Interest Group Chairs from the nine OLLI curricula areas:

- Art & Architecture
- Entertainment Arts
- Religion & Philosophy
- Contemporary Issues
- History & Biography
- Social Studies
- Creative Writing & Literature & Fiction
- STEM
- Storytelling

At-large members may also be appointed at the discretion of the Director. It is standard for the past Curriculum Committee Chair to serve as an at-large member for at least one year following their term as Chair.

**Meetings.** The Curriculum Committee meets quarterly to review upcoming courses, discuss pending proposals, solve problems, and identify opportunities to improve OLLI’s offerings. Committee discussion should focus on the content of upcoming courses and the background of facilitators, any shortfalls in course offerings, and opportunities for courses to promote interaction between the interest areas. As needed, the committee, in cooperation with the OLLI Director, will identify courses or facilitators that need redirection and develop a plan for discussing the situation with the facilitator.

**Scope of responsibility.** Ultimately, OLLI curriculum decisions are the responsibility of the OLLI Director with oversight from the Associate Dean of the School of Continuing & Professional Studies. The committee provides counsel on content of interest to OLLI members and multiplies the Director’s efforts through engaging new and existing volunteer facilitators.

**Terms.** Committee membership is a renewable annual commitment reflecting the OLLI business year (July 1 – June 30). There are no term limits. It is most standard for an interest group chair to serve three or four years before stepping aside from a given role and, as willing, taking on a different OLLI volunteer leadership position.

**Minutes.** Minutes of the meetings are recorded by the Committee Secretary and distributed by the OLLI Director.
**The Role of the Curriculum Committee Chair** is to work with the OLLI Director to support the committee. Duties of the Curriculum Committee Chair include:

- Convening four committee meetings each year
- Serving as a member of the OLLI Executive Committee
- Encouraging Interest Group Chairs to meet regularly with their constituents
- Working with the OLLI Director to identify, vet, and support Interest Group Chairs
- Working with the OLLI Director to plan two Facilitator Workshops each year
- Reviewing all course evaluations each term
- Offering support and consultation to facilitators who are struggling
- Serving as a spokesperson for the Committee and a resource regarding OLLI courses and enrollment at local OLLI meetings as well as events sponsored by Osher national

The term of the Chair is typically two years, but may be renewed for a second term at the mutual agreement of the volunteer and the OLLI Director.

**The role of the Interest Group Chairs** is to cultivate and support facilitators with an interest related to the given area. Interest groups will vary in tone and how they meet, but they should touch base quarterly, ideally in advance of the Curriculum Committee meeting. Group meetings should provide a forum for OLLI members who share similar interests to exchange ideas about potential courses or events and to identify and support appropriate facilitators to lead the courses. Formal minutes of the interest groups are not required, but summary records of meetings are helpful both to inform the Interest Group Chair’s report to the full committee and to create a historical record of the Group’s activities, discussion, and membership.

Interest groups will generally meet without the participation of OLLI staff, but OLLI staff support the groups by reserving meeting space or creating Zoom links upon request. Additionally, the OLLI Director will refer prospective interest group members to the appropriate chair.

The Interest Group Chair should keep a current list of group members and be prepared to recommend a successor before they step down from service.

**The role of At-Large Members** is to provide counsel and historical context regarding the committee’s decisions. At-large members are highly seasoned OLLI facilitators, often appointed after serving in other leadership roles. Outside of meetings, they provide consultation and support to newer OLLI facilitators to build our organization’s course offerings and facilitation capacity.

**Committee Resignations and Removals.** Sometimes life circumstances, changing priorities or the changing nature of an organization like OLLI may cause Committee members to feel the need to resign their duties prior to completion of their terms.
Resignations should be submitted in writing (email or mailed letter) to the Director and the Chair. The decision regarding whether someone else should be appointed to fill a vacancy and complete volunteer’s the term is at the discretion of the Director and should be made in consultation with the Chair.

OLLI Curriculum Committee members are expected to be fully in compliance with OLLI’s Code of Conduct, to be positive community ambassadors for the organization, and to support the organization’s staff and volunteer leadership. In the event a committee member does not adhere to the Code of Conduct, they may be removed from the committee, with or without the loss of OLLI membership privileges. Volunteer terminations are made based on the recommendation of the Director and the review of the Associate Dean & Chief of Staff.
Membership Outreach Volunteers for Engagement and Retention (MOVERs) Committee Overview

**Overview.** The Membership Outreach Volunteers for Engagement and Retention Committee contributes to the OLLI community by serving as hosts and planning social events that welcome new members and create social connections between existing members. They provide personal outreach to new and lapsed OLLI members to encourage participation and a sense of belonging. They also engage in activities to raise awareness about OLLI.

**Composition.** The Committee is comprised as follows:

- The chair of the Membership Outreach & Retention committee also serves as the Vice-Chair of the OLLI Executive Advisory Committee. This individual serves as a strategic advisor to the OLLI Director on membership engagement tactics.
- A Secretary who records meeting minutes.
- One or two Vice-chair(s) for New Member Engagement, who have particular focus on helping to create welcoming experiences for OLLI members in their first year of participation.
- A Vice-chair for Corporate Engagement, who has particular focus on sharing information about OLLI with human resources departments at local employers, helping to build awareness of OLLI with individuals at the time of retirement.
- One or two Vice-chairs for Bring-a-Friend programs who design, plan, and help implement tactics and events through which current OLLI members are asked or incentivized to encourage friends to join OLLI.
- At-large members support the activities of the group. They may be asked to make phone outreach to new OLLI members, to serve as greeters during the first week of OLLI’s term, or to attend events designed to welcome new members as part of the hosting team.
- The OLLI Executive Advisory Committee Chair is ex-officio to this committee, participating as is helpful to advance the work of either group.

The Committee meets 2-4 times per year for planning and coordination. Additional OLLI members involved in creating visibility for OLLI and social opportunities for members may be invited to be part of the Committee, although not all who serve as hosts and greeters for OLLI need attend meetings.
**Scope of responsibility.** Ultimately, OLLI outreach and member welcoming activities are the responsibility of the OLLI Director with oversight from the Associate Dean of University College. The committee provides counsel on social events and engagement activities of interest to OLLI members and multiplies the Director’s efforts through engaging new and existing OLLI members.

**Terms.** Committee membership is a renewable annual commitment reflecting the OLLI business year (July 1 – June 30). There are no term limits, except that it’s understood the chair serves a 2 year term.

**Minutes.** Minutes of the meetings are recorded by the Committee Secretary and distributed by the OLLI Director.

**The Role of the Membership Outreach Volunteers for Engagement & Retention Chair** is to work with the OLLI Director to support the committee. Duties of the Chair include:

- Convening 2-4 committee meetings each year
- Serving as a member of the OLLI Executive Advisory Committee
- Encouraging Vice-Chairs to advance tactics related to their role and providing them counsel on tactics and priorities.
- Serving as a spokesperson for the Committee and a resource regarding OLLI in public settings of various sorts.

**The role of the Vice-Chairs** is to advance OLLI's outreach and relationship building in their designated areas.

**Committee Resignations and Removals.** Sometimes life circumstances, changing priorities or the changing nature of an organization like OLLI may cause Committee members to feel the need to resign their duties prior to completion of their terms. Resignations should be submitted in writing (email or mailed letter) to the Director and the Chair. The decision regarding whether someone else should be appointed to fill a vacancy and complete volunteer’s the term is at the discretion of the Director and should be made in consultation with the Chair.

OLLI Membership Outreach & Retention Committee members are expected to be fully in compliance with OLLI’s Code of Conduct, to be positive community ambassadors for the organization, and to support the organization’s staff and volunteer leadership. In the event a committee member does not adhere to the Code of Conduct, they may be removed from the committee, with or without the loss of OLLI membership privileges. Volunteer terminations are made based on the recommendation of the Director and the review of the Associate Dean & Chief of Staff.