



# Curriculum Committee

## 2<sup>nd</sup> Wednesday of the Month, 11:30-1:00

### *Recruiter:*

#### Activities:

- Make contact with potential class presenters identified from a variety of sources, including past classes, recent media stories, and personal contacts.
- Develop and maintain relationships with presenters, provide assistance to them in completing the Class Proposal Form, answer questions, act as a liaison with the OLLI staff.
- New recruiters must join the Curriculum Committee, attend and participate actively in meetings. Meetings are a place to learn about the work of the Curriculum Committee and to share ideas about classes, challenges, and ideas for improvements. Note: Some experienced recruiters are able to complete all of the requirements of this volunteer job without attending monthly meetings.
- Keep others on the Curriculum Committee and OLLI staff informed about your class recruiting activities by updating the class tracker when you make contact with a presenter and when you receive either positive or negative responses.

#### Time

Recruiters don't have a quota of classes they are required to recruit. That gives recruiters the opportunity to make as many contacts as they feel comfortable doing and spend as much time per month recruiting as they wish. It is hoped that each recruiter will receive 2-3 completed Class Proposals each semester and more are certainly welcomed. A rough time estimate for recruiters would be 2 to 3 hours per month for the months of March, April, May, September, and October plus 1.5 hours per month for the Curriculum Committee meeting.



# Curriculum Committee

## 2<sup>nd</sup> Wednesday of the Month, 11:30-1:00

### *Host*

#### Activities

- About a week before the class, the host contacts the presenter to review what to expect the day of the class, to ask the presenter if they would like to add any biographical information to their introduction, and to offer to answer any questions they might have.
- The host prepares an introduction of the presenter using material submitted by the presenter and other sources as appropriate.
- On the day of the class, the host arrives 15-20 minutes early to greet the presenter. Prior to the start of the class, OLLI staff and the host offer assistance, answer presenter questions, and determine the manner in which the host wants to take questions from participants. The host introduces the presenter to participants. At the end of the class the host thanks the presenter and reminds participants to complete the class evaluation form.
- The host sends a written thank you note to presenters (email is fine) within a few days of the class.

#### Time

Each class hosted takes the duration of time of the class plus time spend communicating with the presenter, preparing the presenter's introduction, and writing a thank you note to the presenter. So, a 90-minute class would require about 2.25 hours total. If you were planning to attend the class anyway, then the time would be no more than .75 hour per class. Hosts are encouraged to join the Curriculum Committee and attend monthly meetings.

# *Editorial Team Member*

## Activities

The Editorial Team works to ensure that written descriptions of OLLI's classes, speaker luncheons, and other learning and social events listed in the class catalog and class list are accurate and written in a manner that is appealing and welcoming to all.

Ideally, the team will be comprised of a group of individuals whose skills and knowledge complement each other. Necessary areas of skill and knowledge include:

- Spelling, grammar, punctuation.
- Attention to detail.
- General knowledge of local and/or statewide history as well as current events.
- Sensitivity to language in written materials used to describe people, historical and current events, and ideas to avoid the appearance of bias and to avoid the use of disrespectful terms. It should be clear that all OLLI members, regardless of gender, sexual orientation, race, religion, ethnicity or disability status, are welcome at all OLLI events.

There is no need to be strong in all of these areas – just a willingness to contribute to the goal of making OLLI's class catalog and class list reflect well on the organization and present an accurate and appealing picture of what OLLI has to offer its members.

## Time

An Editorial Team member will read the class catalog and class list prior to publication online or in print form. The reading can be done according to the team member's personal schedule spread over a couple of weeks but must be sensitive to the deadline for publication. In the first reading, the team member reviews the class title, class description, and presenter's bio to make sure they meet OLLI standards. After this first reading, team members will need to schedule one or more meetings to resolve any issues identified by individual team members. Time will also be required to communicate with presenters and OLLI staff about recommended changes to language. Prior to publication, a second reading will be done to do a final check of data (date, time, place, etc.) for each class. Team members can participate in either the first (editorial) reading or the second ("eagle eye") reading or both. Each publication cycle

will require approximately 4-5 hours of time. There are currently 5 publication cycles per year.