OLLI
OSHER LIFELONG LEARNING INSTITUTE
AT THE UNIVERSITY OF GEORGIA®

Information Technology Committee
4th Friday, 9:30 – 11:00 AM

Volunteer Job Descriptions

Committee Chair

Activities

The Chair of the Information Technology Committee:

- Calls monthly and special meetings of the committee, posting information in advance on OLLI COMM and sending email reminders to members as needed.
- Creates the meeting agenda and distributes it to committee members, along with the minutes and other supporting documentation, at least one week in advance of each meeting.
- Presides over committee meetings and solicits a volunteer to record and draft the minutes.
- Attends and represents the Information Technology Committee at all quarterly meetings of the OLLI Committee Chairs.
- Solicits and assigns volunteers to undertake various tasks.

Time

Depending on the number of activities and projects underway at a given time, an average commitment of no more than 3 hours per week may be necessary. The Chair should have a thorough working knowledge of the OLLI COMM system and be able to post articles, events, notifications, documents, and updates, and should have a reasonably detailed working knowledge of OLLI operations.

Committee Members

Activities

Committee members attend and participate in monthly and special meetings of the committee. Ideally, members represent a reasonable cross-section of the organization with respect to expertise and familiarity with information technology and systems. It is expected that members will engage in robust discussion of the issues presented. On occasion, committee members may assume the role of project lead on activities within the purview of the committee.

Time

Most members can expect to devote an average of no more than 30-60 minutes per week reviewing written materials and attending meetings.

Special Projects

The Information Technology Committee was reconvened in 2021 to address and resolve key issues raised by the OLLI@UGA Long-Range Strategic Plan. Some project activities are undertaken during regular or special meetings of the committee; others require additional attention.

Evaluating the Utility of Current Registration and Communications Systems

Committee members developed a set of questions and conducted online interviews with sister OLLIs over a period of several months to learn about the registration and communications systems used by each organization.

Focus groups will be conducted by a faculty advisor and graduate students to determine member and staff stakeholder preferences across key features of ideal registration and communications systems.

Based on data collected during sister OLLI interviews and stakeholder focus groups, the most critical and desirable features of registration and communications platforms will be identified. Vendors will be invited to demonstrate software products that best fit these features. Committee members will participate in the testing of these products and, based on their findings, make a recommendation to the OLLI@UGA Board either to continue using existing registration and communications products or to adopt new products that better serve the needs of the organization and its members.

Time

Most of the activities described above can be accomplished during monthly and special meetings of the committee and will likely require an average of no more than 30-60 minutes per week. During the software demonstration and testing phase, a periodic commitment of up to 2-3 hours per week may be required.

Records Retention Project

The members of the Records Retention Subcommittee are responsible for working with OLLI staff and staff from the UGA Libraries to determine the types of records to be archived in the Hargrett Special Collections Library at UGA, and to ensure that these records meet UGA library standards for digitization, storage, and retrieval. Tasks include meeting with OLLI staff and staff from the UGA Library System, developing a workplan for categorizing written and digital records, and ensuring that systematic written procedures are followed to ensure the integrity and accessibility of archived materials.

Time

Time commitments will vary until robust procedures have been developed and implemented.   A commitment of 1-4 hours per week on the average may be required during the development phase of this activity.

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For more information, please contact Information Technology Committee Chair Cher Snyder at cher.snyder.phd@gmail.com or (909) 480-5400.