

ROLES AND RESPONSIBILITIES OF THE OLLI@UGA BOARD OF DIRECTORS

A Board of Directors, consisting of the following members, oversee the business of OLLI@UGA:

- Voting Members:
 - Ten Directors, drawn from the membership of OLLI@UGA
 - Four Officers (President, President-Elect, Secretary, and Treasurer, drawn from the membership of OLLI@UGA)
- Non-voting Advisory Members:
 - Two advisors (Parliamentarian and Historian), drawn from the membership of OLLI@UGA
 - Two advisors (Dean or designated representative from the Dean’s Office of the Mary Frances Early College of Education (MFECOE) and Executive Director of OLLI@UGA), representing UGA

ROLES AND RESPONSIBILITIES OF VOTING MEMBERS OF THE BOARD OF DIRECTORS	
Term of Office	<ul style="list-style-type: none"> • Directors serve for a term of two years beginning July 1st of the year of their election • Directors may serve up to two terms
Meetings	<ul style="list-style-type: none"> • The Board of Directors meet monthly on the fourth Monday of each month at 1 pm • The meeting agenda and supporting documents are provided to the Directors at least 72 hours before the meeting.
Duties and Responsibilities	<ul style="list-style-type: none"> • Directors act in the name of the organization and oversee the business of the organization. • Prior to each meeting, Directors review the agenda and supporting documents, including the Committee Reports. • During each meeting, Directors discuss the documents and participate in a vote to accept the documents. The Board may also review and approve new programs or other items as requested by the committees or the Executive Director. • After each meeting, Directors review the meeting minutes and send comments (if any) to the Board Secretary. • Board members provide feedback to the Dean of the MFECOE for the Executive Director’s annual evaluation. • During the fiscal year, the Board reviews and approves the following: <ul style="list-style-type: none"> • Annual budget and budget adjustments • Non-budgeted expenses • Contracts for which monies have not previously been approved • Annual tax filing (created by our accountant) and Audit documents (created by our Auditor) • New policies and changes to the OLLI@UGA bylaws as needed • The Board establishes membership dues and fees for classes, events, and other activities. • Directors are expected to attend all Board meetings, unless notice of a planned absence has been communicated to the Board President in advance. Remote attendance (via Zoom) is always an option for Directors who are not able to attend in person.