

# **Role of the OLLI at Manchester Advisory Board**

*(currently called “Manchester Steering Committee”)*

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The Advisory Board, under delegated authority of the College for Lifelong Learning, is accountable for OLLI at Manchester program activities and operations. As representatives of the OLLI at Manchester membership, the Advisory Board is responsible for working to ensure that the program realizes its purpose.

Advisory Board members articulate and represent OLLI program goals in their communities.

## ***RESPONSIBILITIES:***

1. Develop an agreement with the College for Lifelong Learning outlining lines of authority, roles and responsibilities to ensure the effective governance, management and operations of the OLLI at Manchester program.
2. Develop program policies and short-term and long-range program goals.
3. Monitor and evaluate effectiveness of program against the goals and plans.
4. Monitor program finances:
  - Review and approve the annual budget.
  - Review, approve and participate in funding strategies and action plans.
5. Engage members in appropriate roles to achieve the program’s short-term and long-range goals.
  - Appoint leadership of curriculum, publicity, and volunteer committees
  - Participate on one committee
  - Plan for the continued leadership of the Advisory Board
6. Advocate for the program in the community.
7. Participate with Advisory Board members of other NH OLLI programs in the statewide network as appropriate.

## **Initial Steps:**

- Plan for identifying and recruiting additional steering committee members.
- Work on bylaws and policies.
- Set a budget for the year.
- Identify broad goals for the year.