



## 1                    **OLLI at SF State Council and Program Governance \***

2    The Osher Lifelong Learning Institute at San Francisco State University (hereinafter “OLLI”) is a unit  
3    of the College of Liberal and Creative Arts. OLLI is headed by a Program Director who reports to the  
4    Dean of the College or the Dean’s designee.

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6    The OLLI Council is elected by the members of OLLI to represent them and is directly accountable  
7    to the membership.

### 8 9    **Roles and Responsibilities of the Council**

10   The purposes of the OLLI Council are to

- 11    1.        represent the members of OLLI in program decision-making;
- 12    2.        achieve clarity in the goals of OLLI and the means for achieving them;
- 13    3.        promote effective program governance, management, and operations including developing  
14        and maintaining a strong volunteer base;
- 15    4.        build and maintain a sense of community among the members of OLLI;
- 16    5.        promote diversity of membership, courses, instructors, and community collaborations;
- 17    6.        maintain open communication and good relationships with the Director and staff of OLLI in  
18        a spirit of mutually respectful collaboration;
- 19    7.        maintain open communication with the members of OLLI.

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21   The Council will work collaboratively with the Program Director and, as appropriate, with SFSU  
22   administrators and staff, to develop and maintain the OLLI program through participation in  
23   decisions regarding

- 24    1.        priorities and policies for program direction, content, and administration;
- 25    2.        funding strategies and the allocation of resources to support these priorities;
- 26    3.        the development of action plans to achieve these priorities including increasing and  
27        sustaining membership;
- 28    4.        the creation and maintenance of a viable volunteer committee structure to support program  
29        activities.

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31   The Council will sustain a dialogue with the Program Director so that the parties can understand  
32   each other’s perspectives and can adjust their positions to accommodate each other’s concerns.

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34   In the event of disagreement between the Council and the Program Director, the Council and the  
35   Director shall engage in a dialogue about the decisions made in order to maintain a mutually

36 respectful working relationship. The Council recognizes that the Director may reach a decision that  
37 disagrees with a Council recommendation. In this event, the Director will inform the Council of the  
38 disagreement and discuss with the Council the reasoning behind it.

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40 In order to carry out the Council's responsibilities, members of the Council and its committees may  
41 interact with SFSU staff and administrators and other individuals and entities.

## 42 **Council Membership and Operation**

43 The Council shall consist of a minimum of nine and a maximum of 15 members. The chairpersons  
44 of OLLI committees shall be members of or candidates for the Council and shall serve on the  
45 Council if elected by the OLLI membership. The Council may appoint chairpersons of OLLI  
46 committees to the Council between elections, even if that involves the Council temporarily  
47 exceeding 15 members. People are eligible for election to the Council if they:

- 48 1. have been OLLI members for at least one year;
- 49 2. are willing to serve on the Council and maintain their membership in OLLI while on the  
50 Council (usually two years);
- 51 3. are willing to attend monthly Council meetings on the fourth Wednesday of each month  
52 (currently from 12:30 – 2:30); and
- 53 4. are willing to contribute at least 4-6 hours each month to Council business in addition to  
54 monthly Council meetings.

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56 A quorum of the Council shall be at least one-half of the number of members actually serving.  
57 Actions shall be by majority vote if the Council is unable to achieve consensus.

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59 The Council shall hold at least ten regularly scheduled monthly meetings each year. Council  
60 meetings shall be open to all OLLI members.

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62 Council members are expected to be actively involved in OLLI activities such as classes and/or  
63 interest groups and General Membership Meetings.

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65 Council members are expected to attend monthly Council meetings. The Council may remove a  
66 member after three absences within a year.

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68 Agendas and actions of the Council shall be regularly reported in the electronic newsletter and at  
69 General Membership meetings. Members of OLLI are encouraged to attend and speak at any  
70 Council meeting. The Minutes of Council meetings shall be available to members online.

## 71 72 **Terms and Elections**

73 Council members shall be elected by the members of OLLI for staggered two-year terms. Council  
74 elections will be held in the Fall of each year. Nominees for Council seats shall be listed on a  
75 conventional ballot such that voters may vote for up to the number of open Council seats. The  
76 Council shall make reasonable efforts to encourage OLLI members to vote. Newly elected  
77 members will take office in the following January. The Council may appoint OLLI members to fill  
78 vacancies that arise during a year. If a second year remains on the term of the vacant seat, a  
79 replacement for the second year will be elected at the next Council election.

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82 \* Revised and Adopted by the OLLI Council 7/28/10, 9/22/10, 9/30/15, 10/28/15, 11/20/19, 7/28/21.