

Marist College Center for Lifetime Study Organization
Committee Descriptions

Marist College Center for Lifetime Study
Organization Committee Descriptions

April 7, 2017

Prepared by the Bylaws Committee: Bob Nasser (Chair), Bob Kaminski, Terry Kennedy,
Raina Maissel., Stan Schmidt..

Marist College Center for Lifetime Study Organization Committee Descriptions

Table of Contents	
	page
ADMINISTRATIVE COMMITTEE	3
CLASSROOM AND AUDIO/VISUAL (A/V) SUPPORT COMMITTEE	3
CONNECTIONS COMMITTEE	3
CURRICULUM COMMITTEE	4
FINANCE COMMITTEE	4
LONG RANGE PLANNING COMMITTEE	5
MEMBER SERVICES COMMITTEE	5
MEMBERSHIP COMMITTEE	6
NOMINATING COMMITTEE	6
OFFICE SUPPORT COMMITTEE	7
PUBLIC INFORMATION COMMITTEE	7
SCHOLARSHIP COMMITTEE	8
SPECIAL EVENTS COMMITTEE	8

Marist College Center for Lifetime Study Organization
Committee Descriptions

COMMITTEE DESCRIPTIONS

ADMINISTRATIVE COMMITTEE

Objective:

To facilitate the effective and efficient operation of the organization.

Duties:

1. Maintain a course registration procedure in cooperation with the CLS Administrative Coordinator.
2. Establish a subcommittee to oversee membership notifications by e-mail or mailings.
3. Establish a subcommittee to monitor and handle phone communications.
4. Serve as Chair of the Convocation Committee.
5. Negotiate classroom space.
6. Create a one (1 year calendar of key dates by March 1.

CLASSROOM AND AUDIO/VISUAL (A/V) SUPPORT COMMITTEE

Objective:

To ensure that all CLS classes have the necessary classroom supplies and audio/visual equipment is installed and operating at the beginning of each class.

Duties:

1. Recruit, train and schedule volunteers to set up classroom A/V equipment prior to the start of classes each day. In location(s) where supplies and/or equipment are provided by CLS, they shall be set up prior to the start of classes and packed for storage at the end of the session(s) for the week.
2. Advise the Council of equipment needs and, with the Council's approval, arrange for purchase of the items within budget guidelines.
3. Work with the staff at the class site to insure that classroom supplies and A/V equipment is available and safely stored.
4. Advise the CLS Administrative Coordinator when expendable supplies are needed.

CONNECTIONS COMMITTEE

Objective:

To provide opportunity for meaningful volunteer community service as identifiable members of the Marist College Center for Lifetime Study to "connect" with others beyond the CLS program as a means to alternative learning.

Duties:

Marist College Center for Lifetime Study Organization

Committee Descriptions

1. Assess needs through consultation and visits with community organizations, including Marist College.
2. Identify members' skills and willingness to volunteer.
3. Develop programs and communicate plans with CLS Council and membership.
4. Recruit volunteers, train as necessary and provide placement in the community.
5. Develop feedback mechanisms for volunteer and for CLS, to recognize service and to encourage volunteerism among all members.
6. Develop subcommittees to coordinate with the CLS-Marist Educational Exchange (CMEE), Rural Seniors and Adopt-a-School programs, who will report to the Connections chair.

CURRICULUM COMMITTEE

Objective:

To organize, provide and develop curriculum.

Duties:

1. Recruit subcommittee chairs.
2. Coordinate with the subcommittee chairs to define course offerings and schedules for each semester.
3. In cooperation with the subcommittee members:
 - a. Select class managers.
 - b. Arrange for presenters for each course.
 - c. Provide the catalog course description for the CLS Administrative Coordinator by the deadline specified in the calendar to facilitate the timely publication of the CLS catalog.
4. Arrange the classroom schedules.
5. Communicate equipment and facilities requirements to the Classroom and A/V Support Committee.
6. Work with other committees to define the CLS Annual Calendar.
7. Arrange for CLS to purchase presentation materials such as videos, where appropriate

FINANCE COMMITTEE

Objective:

To oversee the financial viability of the organization.

Duties:

1. The Finance Committee will include the Finance Chair, The Treasurer, the Vice President for Administration and other members as determined by the Chair. The

Marist College Center for Lifetime Study Organization

Committee Descriptions

- Chair will coordinate with the President.
2. Work with the Treasurer to review receipts and disbursements and compare them with the budget. Review and interpret the detailed accounting and financial statements provided by Marist.
 3. Prepare an annual budget by March 31st in conjunction with the Treasurer, the CLS Administrative Coordinator and other CLS Committees and at that time presented to the Dean of SPP for review and inclusion in the overall Marist College operating budget.

LONG RANGE PLANNING COMMITTEE

Objective:

To discuss various aspects of our organization and recommend any changes we should make for the future health of CLS. The focus is strategic, not tactical.

Duties:

1. Set priorities;
2. Assess strengths and weaknesses and recommend actions;
3. Insure that the Council and Committees are working toward common goals

MEMBER SERVICES COMMITTEE

Objective:

To arrange for refreshments between classes and assist at other social functions of the Organization.

Duties:

1. Through the CLS Administrative Coordinator, order supplies such as paper goods.
2. Purchase supplies for the coffee table, such as coffee, tea, creamer and milk and submit receipts within two (2) weeks to the CLS Administrative Coordinator.
3. Schedule volunteers to prepare for the morning and afternoon sessions as needed.
4. Schedule volunteers to clean up before the last session.
5. Coordinate a procedure for members to provide for the coffee table.
6. When requested, assist at social functions. such as the Annual Picnic, Annual Meeting, Holiday Breakfast, Convocation, etc.

Marist College Center for Lifetime Study Organization

Committee Descriptions

MEMBERSHIP COMMITTEE

Objective:

To maintain a viable membership.

Duties:

1. A list of persons who wish to apply for membership shall be maintained in the office of the Administration Coordinator in chronological order of application
2. Oversee the renewal process.
3. With Council approval, formulate and administer the policies to be followed in enrolling new members.
4. Send welcome letters to new members and arrange for orientation and/or "buddies".
5. Maintain a waiting list of perspective members to be used as a source of new members to the organization.
6. Work with the Public Relations Committee on membership recruitment as needed.
7. Provide greeters/expeditors during the first week of classes.
8. Send appropriate cards to members as warranted.

NOMINATING COMMITTEE

Objective: To submit names of candidates for Officers, Committee Chairs, and Council of the Organization at the Annual Meeting.

Guidelines:

1. The committee chairperson shall be appointed by the President. The committee chairperson shall appoint four (4) members, at least (2) of whom are active or retired Council members.
 - a. The members shall receive copies of the Organization Bylaws and have a list of job descriptions for each officer and committee chair.
 - b. A file shall be established to maintain records of service of Council members and eligibility for continued service to be maintained in the office of the CLS Administrative Coordinator. Also, committee chairpersons should provide a list of suggested names for Council membership.
 - c. A candidate shall be contacted in person. A copy of the Organization Bylaws should be made available. The list of responsibilities for the position being considered by the candidate must be discussed in detail.
2. All candidates shall be informed of the following:
 - a. Council members are selected for a three (3) year term. They may be eligible for reelection for another three (3) year term, for a maximum of six (6) consecutive years.
 - b. Officers are Council members (see above), are elected for a one (1) year term, and may be reelected for a maximum of three (3) terms. The nominee for President must have served on the Council for at least one (1) year. If an officer is not

Marist College Center for Lifetime Study Organization

Committee Descriptions

- reelected to the same or another office nor is elected as a committee chair, he/she shall serve the remainder of his/her unexpired term, if any, as a member at large.
- c. Each Council member shall be expected to carry forward the work of the organization in some capacity: as an officer, as a committee chair, as a liaison to a committee, or in a needed capacity as determined by the President. Active participation in Council meetings, as well as in all other official meetings, is encouraged and full attendance is expected.
 - d. Council meetings are held at least six(6) times a year.
3. A call for nominations shall go to the membership early in the new year.
 4. The Nominating Committee shall review all nominations and recommend a slate of candidates by April 30th..
 5. The slate shall be distributed to the membership for approval at the beginning of May.
 5. The approved slate of candidates shall be announced at the annual meeting.

OFFICE SUPPORT COMMITTEE

Objective:

To assist the Marist CLS office by providing volunteers from among the CLS membership.

Duties:

1. The chair of the committee shall provide consultation and liaison between the CLS Administrative Coordinator and the Council.
2. The consultation with the CLS Administrative Coordinator shall include delineating the tasks necessarily to be performed by the CLS Administrative Coordinator such as financial transactions, catalog printing, course registration, and membership record keeping.
3. The committee shall provide support functions for the CLS office, such as mailings, phone monitoring, data entry, selecting people for special events, as needed.
4. The committee and the CLS Administrative Coordinator shall devise a back up plan for situations when the CLS Administrative Coordinator is unable to be in the office.
5. The CLS Administrative Coordinator shall contact the chair of the committee as and when needs arise so that the chair can schedule committee members, as appropriate, to fulfill those needs.

PUBLIC INFORMATION COMMITTEE

Objective:

To provide information about CLS to the members of the community, in consultation with the Dean of the School of Global and Professional Programs.

Duties:

Marist College Center for Lifetime Study Organization

Committee Descriptions

1. Work with the CLS Administrative Coordinator at Marist and with the Curriculum Chair and Special Events chair to produce a Program Catalog each semester. The VP for Public Information will be responsible for final proofreading of the catalog with the Dean of Global and Professional Programs.
2. Oversee the Newsletter Committee to produce The Chronicle at least four times a year.
3. Coordinate and oversee the composition of any press releases in cooperation with the Dean of the School of Global and Professional Programs.
4. Assist the Membership Chair with recruitment of new members.

SCHOLARSHIP COMMITTEE

Objective:

To monitor and promote the CLS-endowed Marist scholarship program for adult students enrolled at Marist College, and to choose among candidates as to who shall receive the award(s)

Duties:

1. Promote contributions to the scholarship fund from CLS members so as to increase its value and hence the dollar amount of the award.
2. Periodically report to the Council and the membership (a) the current value of the scholarship endowment and (b) the participation by the CLS membership. This latter may be in the form of a list of donors grouped by size of contribution and/or an enumeration of the number of members contributing.
3. Monitor Marist College's stewardship of the program to ensure that (a) the advertised goals of the scholarship are accurately represented in Marist literature and (b) that potential scholarship recipients suggested by Marist meet the standards and goals as set forth by CLS in the original agreement with Marist.
4. Upon receipt of nominees from Marist the Scholarship Committee shall meet and choose who among the candidates shall receive the award. Note that the award may be, at the Committee's discretion, divided among more than one candidate, and that within the limits of the available funds the Committee can determine what the dollar amount of the award(s) shall be.
5. Following the awarding of scholarship money, the Committee shall invite student recipients to express their thanks, either in writing or in person, to the CLS membership.

SPECIAL EVENTS COMMITTEE

Objective:

Marist College Center for Lifetime Study Organization Committee Descriptions

To expand the horizons of the CLS membership.

Duties:

1. Plan non-curricular events and make all necessary arrangements.
2. Provide details, including description, date , time, costs etc., to the CLS Administrative Coordinator by established deadlines.
3. Confirm reservations to members booked for each event.
4. Hold meetings of the Fall and Spring committees and any subcommittee meetings as needed.
5. Develop and maintain procedures to facilitate the operation of the committee and subcommittees.

END OF DOCUMENT