OLLI at Duke Volunteer Opportunities 2015–2016

OLLI at Duke is a volunteer-driven organization whose success is largely due to the contributions of its members. Let us know if you can help in any of the following ways, and we will contact you to discuss the opportunity in more detail.

Get Involved!

- Teaching a course in (specify subject) .................................................................
- Serving as a class assistant
- Helping with administrative tasks (e.g., mailings, etc.)
- Working on a committee (specify committee(s) of interest)
  - Activities—Coordinates offsite retreats, picnics, and other activities.
  - Communications—Develops internal publications for the membership, such as the OLLI Spotlight.
  - Curriculum—Helps recruit instructors and assists them in developing new courses.
  - Finance Advisory—Advises the Director and board on financial matters.
  - Hospitality—Organizes and coordinates the social aspects of OLLI at Duke events like convocations, the holiday party, New Horizons concerts, and the annual meeting.
  - Information Technology—Advises the Director and board on matters of information technology, including hardware and software.
  - Instructor Relations—Works to enhance OLLI at Duke’s relationships with existing and potential instructors.
  - Membership—Conducts activities to welcome new members to OLLI at Duke and coordinates distribution of course catalogs.
  - Nominating and Board Development—Develops a slate of candidates for elected OLLI offices and works with the board to improve its effectiveness.
  - Strategic Planning—Assists in preparing the OLLI at Duke strategic plan, monitors progress on key strategic issues, and advises the board on actions required to achieve key objectives.

Thanks for considering volunteering as a way to contribute to OLLI at Duke’s success!

Name ............................................................................................................................
Email ............................................................................................................................
Phone (home) ............................................ (cell) ......................................................

Please fill out and return to OLLI at Duke Office