



# Lifetime Learning Institute of Austin Leadership

**Director**

- ❖ Overall administration of LLI
- ❖ Sets agenda and conducts meetings
- ❖ Submits annual calendar for approval
- ❖ Appoints and supervises coordinators and committees (audit, reviews, special, etc.) with approval of Advisory Council

**Associate Director**

- ❖ Serves in absence of Director
- ❖ Serves as Parliamentarian
- ❖ Participates in committees as needed

**Treasurer**

- ❖ Maintains financial records/balances accounts, pays bills, makes deposits
- ❖ Presents reports at meetings
- ❖ Prepares IRS forms
- ❖ Prepares annual budget

**Secretary**

- ❖ Takes minutes at Executive Committee and Advisory Council meetings and distributes them to Committee and Council members
- ❖ Files minutes and records in office

**Advisory Council**  
Determines policies, approves actions, and oversees execution of LLI Programs

**Executive Committee**  
Initiates actions and plans to fulfill mission of LLI

## Executive Committee Coordinators

Office Admin/Registrar	Program	Site	Equipment	Technology	Teacher Aides	Publicity	Past Director
<ul style="list-style-type: none"> <li>❖ Manages office</li> <li>❖ Purchases office equipment when necessary</li> <li>❖ Trains office volunteers</li> <li>❖ Registers students</li> <li>❖ Keeps registration records</li> </ul>	<ul style="list-style-type: none"> <li>❖ Recruits and orients new instructors</li> <li>❖ Leads Program Committee to determine classes</li> <li>❖ Prepares catalog and flyers</li> <li>❖ Works with printer &amp; prep service to mail flyers &amp; catalogs</li> <li>❖ Cancels classes when necessary</li> <li>❖ Communicates with instructors as necessary</li> <li>❖ Oversees course evaluation</li> </ul>	<ul style="list-style-type: none"> <li>❖ Locates and secures class facilities</li> <li>❖ Contracts with PARD</li> <li>❖ Arranges for donations to site providers</li> <li>❖ Keeps and updates site arrangement records</li> </ul>	<ul style="list-style-type: none"> <li>❖ Maintains and accounts for equipment on database</li> <li>❖ Determines instructors equipment needs</li> <li>❖ Trains personnel on equipment</li> <li>❖ Handles repairs</li> <li>❖ Purchases new equipment when necessary</li> </ul>	<ul style="list-style-type: none"> <li>❖ Updates and manages website</li> <li>❖ Updates and Manages Eventbrite Registration Pgm</li> <li>❖ Evaluates web host providers and makes recommendations if changes are needed</li> </ul>	<ul style="list-style-type: none"> <li>❖ Secures TAs</li> <li>❖ Prepares packets with labels, info sheets, other documents</li> <li>❖ Arranges meeting sites</li> <li>❖ Conducts semester orientation</li> <li>❖ Collects and recycles reusable materials</li> </ul>	<ul style="list-style-type: none"> <li>❖ Writes and provides LLI news to media—meets deadlines</li> <li>❖ Helps distribute catalogs and other printed material to libraries, sites, etc.</li> <li>❖ Recruits speakers and volunteers for fairs</li> </ul>	<ul style="list-style-type: none"> <li>❖ Assists Director as needed</li> <li>❖ Surveys Advisory Council re continuation</li> <li>❖ Recruits/vets new AC members</li> <li>❖ Submits nominations for AC</li> </ul>