

## LECTURE COMMITTEE CHARTER – Fall 2019

1. **Membership** – The Chair of the Lecture Committee shall be appointed at the first Board meeting after the Spring elections by the Chair of the Board, with the approval of the Board, for a one-year term. Such term may be renewed at the discretion of the Chair of the Board and with the approval of the Board. The Committee Chair, in consultation with the Chair of the Board, shall appoint such members as they deem necessary to accomplish the tasks of the Committee. Collectively the membership should represent a diversity of personal background and a broad range of interests. Membership is for a one-year term, subject to renewal.
  
2. **Objective** – The Lecture Committee is responsible for planning and implementing a series of weekly lectures during the two OLLI semesters as well as two shorter series when regular courses are not in session. The overall objective is to provide informative and stimulating lectures encompassing the broad range of interests found among the membership.
  
3. **Tasks** –
  1. The Members of the Committee meet periodically to collectively review suggestions for speakers and topics made by individual committee members as well as other OLLI members. One or more members of the administrative staff also participate in these meetings.
  2. Based on this review, the Committee chair is responsible for inviting proposed speakers for the coming session and may delegate the invitation of specific speakers to committee members. After each lecture, the Committee Chair ensures that an appropriate thank-you note is sent to the speaker or speakers.
  3. After speakers are confirmed, the Committee chair is responsible for forwarding to the administrative staff all information necessary for the announcement of speakers for each forthcoming series of talks.