

OLLI / Retirees' Association Outline of Responsibilities

What OLLI will do

- 1.) OLLI at SOU (OLLI) will receive and process membership and/or donation checks made out to the SOU Retirees' Association (RA). OLLI will ensure that the funds are deposited into the correct account at the SOU Foundation. Upon request, OLLI will provide RA with a list of deposits.
- 2.) Upon receipt via post mail, intra-campus mail, email, or hand-delivery, OLLI will process RA invoices for payment in a timely manner. Upon request, OLLI will provide RA with a list of payments. If there are any questions or concerns about the invoice, OLLI will contact the RA President or designate for assistance.
- 3.) OLLI will maintain the RA database, but RA is responsible for collecting database information and communicating it to OLLI. For example, RA is responsible for prompting Human Resources and/or the President's office to periodically provide OLLI with a list of recent retirees.
- 4.) Upon request, OLLI will provide RA with an RA budget update.
- 5.) Upon receipt of detailed instructions from the RA president or designate, OLLI will submit work requests to SOU's Printing & Copying Service, Campus Mail Service, and Catering.
- 6.) OLLI will provide RA with the current allotment of RA storage space at the Campbell Center for RA stationary supplies, binders, name tags, etc.
- 7.) Upon request, OLLI will schedule the use of a Campbell Center classroom for RA meetings.

What RA will do

- 1.) RA will provide the overall leadership and management for the RA.
- 2.) RA will strive to be of service to the campus community in a meaningful way.

(please see other side)

- 3.) RA is primarily responsible for fielding questions from RA members and RA activities and general information.
- 4.) RA is responsible for inventorying the RA stationary (envelopes, letterhead, etc.) and other RA office supplies (name tags, sign in sheets, etc.) to ensure adequate supplies are available for RA mailings and meetings. RA will provide OLLI with detailed instructions whenever RA needs OLLI to order additional supplies.
- 5.) For RA business meetings and other RA events, RA is responsible for moving any required supplies (name tags, sign-in sheets, etc.) to and from the Campbell Center.
- 6.) For RA business meetings and other RA events, RA is responsible for communicating the agenda and any other details to the RA membership. RA is also responsible for taking reservations, if required.
- 7.) For RA mail outs, RA is responsible for producing print-ready and mailing-ready materials and documents that meet SOU's Printing & Copying and/or Campus Mail Service requirements.
- 8.) The RA website will be maintained and managed by the RA.
- 9.) Any additional RA activities not described in this memo of understanding are the RA's responsibility to self-manage.