Purpose: This document outlines the Volunteerism and Community Outreach Committee’s specific duties and internal structure as directed per the By-Laws of OLLI at UNLV.

Scope: This document is a guide for the organization, functions, and goals of the Volunteerism and Community Outreach Committee

Definitions and Abbreviations:

1. **Mission**
   a. Volunteerism: To provide sufficient number of volunteers to assist in the daily operations and special activities conducted by OLLI at UNLV
   b. Community Outreach: To reach out or respond to various organizations, groups, or individuals with the purpose of sharing the mission of OLLI at UNLV

2. **Officers**
   a. Chairperson
      i. Chairperson is appointed by the President of the OLLI at UNLV Board of Directors. The Chairperson’s duties include:
         1. Preside over regularly scheduled meetings
         2. Set agenda for committee meetings
         3. Assign committee members to sub-committees and assignments as needed
   b. A Co-chair may be appointed to share the duties of the Chairperson
   c. Recording Secretary to record the minutes of the meeting and perform other duties the Chairperson/Co-chair may assign
   d. Report to the Board of Directors monthly concerning committee activities and/or issues to be addressed

3. **Committee Duties**
   a. Supply volunteers as requested for community and internal OLLI at UNLV events
   b. Identify meaningful volunteer opportunities for OLLI at UNLV members and publicize those opportunities to the membership. Volunteer opportunities include both internal and external activities.
   c. Encourage maximum participation by volunteers to help maintain an active volunteer pool
   d. Provide orientation for new volunteers to the committee or activity of their choice to ensure their experience is satisfying and meaningful, as well as fits with each individual's skills and abilities.
   e. Provide ongoing support and maintain volunteer interest
   f. Solicit member feedback regarding volunteer experiences

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