1. Introduction:

The mission of OLLI at UNLV is to challenge the minds and stimulate the spirits of retired and semi-retired adults by offering learning activities designed to enhance understanding of the world – its historic, cultural and social aspects – utilizing a variety of non-credit academic learning formats at, and with the assistance and cooperation of UNLV, a major university. A wide variety of mostly peer-led classes are offered. (By-laws February 2015)

Each study group is a partnership between the study group members and coordinators, and all are without tests or grades. Our volunteer instructors are OLLI members who bring a wide range of professional and personal experience to our curriculum. The Membership fee grants members unlimited access to classes for the entire term at any of our campus locations.

1.1. Abbreviations and definitions

- Bernard Osher Foundation and National Resource Center: The Bernard Osher Foundation currently supports 119 Osher Lifelong Learning Institutes on university and college campuses in 50 states (plus the District of Columbia). Each Osher Institute reflects the culture of its own university and learning community. The Foundation also supports a National Resource Center at Northwestern University, which facilitates the exchange of opinions, solutions, and experiences among OLLIs and serves as a source for best practices on lifelong learning.

- OLLI: Osher Lifelong Learning Institute
- UNLV: University of Nevada, Las Vegas
- All references to OLLI in this document will refer to the UNLV OLLI program

1.2. Purpose of this manual

1.2.1. This manual provides an overview of the policies and key requirements for the operation of OLLI. It is the source of reference for all matters dealing with OLLI policy. It is available for inspection by our members

1.2.2. This manual outlines the entire organizational structure of OLLI

1.2.3. This manual defines uniform tiered hierarchical document control procedure that implements a review process to assure continual improvement.
1.3. Organization

1.3.1. BY-LAWS of OLLI establish the Governance, and committee structure of OLLI. The By-laws are the defining authority for OLLI.

1.3.2. OLLI Org Chart
2. Documentation

2.1. Categories of documents

2.1.1. Documents are categorized by a tiered system as follows:

- **Tier 1**: Olli By-Laws
- **Tier 2**: OLLI Operating Manual, OLLI Internal Policy, Committee Procedures
- **Tier 3**: Work Instructions
- **Tier 4**: Forms and Records