

Senior University Georgetown Policies

(Revised November 17, 2014)

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These policies are designed to provide a framework for making decisions concerning the programs and activities of Senior University. They represent guidelines that have been carefully considered and are based on the past practices of Senior University. Modifications or exceptions may be made at the discretion of the Board.

1.0 GOVERNANCE

1.1 Criteria for Membership on the Board of Directors. Each candidate for Board membership shall possess (1) a firm commitment to the mission of Senior University, (2) a willingness to give the required time and effort to Board responsibilities and, in addition, at least one of the following attributes:

- A. Experience with similar not-for-profit organizations or educational institutions
- B. Substantial knowledge of local resources, issues, or needs
- C. Expertise in finance, law, marketing, curriculum, fundraising, or other specialties needed by the Board
- D. An ability to represent a special institutional, organizational, or other constituency within the community.

1.2 Responsibilities of Individual Board Members. Each member of the Board is expected to:

- A. Attend all regular and special meetings of the Board and the University. The Board shall meet regularly at 1:00 p.m. on the third Monday of every month except July. A member absent from three consecutive regular meetings of the Board without an explanation acceptable to the Board shall be presumed to have resigned.
- B. Serve on at least one committee of Senior University.
- C. Chair a committee of Senior University if requested.
- D. Represent Senior University to the community.
- E. Be familiar with Senior University's mission, goals, Bylaws, methods of governance, administrative structure, and programs.
- F. Enroll, attend, and participate in classes, lectures, appreciation functions, and other activities of Senior University.
- G. Receive no personal gain or profit from any Senior University activity other than honoraria provided to faculty and speakers.

H. Carry out his/her responsibilities in an ethical manner.

1.3 Collective Responsibilities of the Board

- A. Establish and implement policies and procedures to accomplish the mission of Senior University.
- B. Approve and monitor the annual budget of Senior University.
- C. Designate persons authorized to sign checks.
- D. Establish membership dues and course registration fees.
- E. Hire an Administrator, approve his/her job description and employment agreement, monitor his/her services, and approve the annual evaluation of his/her work submitted by the Executive Committee.
- F. Provide for adequate custody and protection of Senior University assets and records.
- G. Ensure that the policies of Senior University are reviewed annually and revised as necessary.
- H. Oversee the work of the various committees of Senior University to ensure that the programs and policies of the University are effectively implemented.
- I. Recruit and support an active network of volunteers not members of the Board to facilitate and implement the various programs and activities of Senior University.
- J. Provide a website and other channels of electronic and print communication to disseminate information to the membership and to promote interaction between the membership and the leadership.
- K. Provide a program to solicit financial contributions to enable Senior University to expand the scope and improve the quality of its programs.
- L. Consider making a contribution to a 501(c)(3) organization, selected by the family, in memory of a Board member, faculty member, or close relative of a Board or faculty member.
- M. Approve a calendar for meetings of the Board each year and set a date for the Annual Meeting of the membership.

1.4 Responsibilities of the Executive Committee

- A. Conduct a search for and interview candidates for the position of Administrator, when needed, and submit recommendations to the Board.
- B. Conduct a performance review of the Administrator based on written performance criteria each October and submit the results to the Board for approval.

2.0 OPERATIONS

2.1 Standing Committees. The standing committees of the University shall consist of the following:

- A. **Bylaws and Policies Committee.** This Committee is responsible for conducting an annual review of the Bylaws and policies of Senior University. The Committee shall present proposed revisions in the Bylaws and policies to the Board for its consideration and approval. Proposed changes in the Bylaws approved by the Board shall then be presented to the membership for approval at the Annual Meeting. Proposed changes in the policies may be approved by the Board and do not require approval by the membership.
- B. **Community Relations Committee.** This Committee is responsible for developing and strengthening relationships throughout the Georgetown community and for enhancing the image of Senior University as a valued asset to the community.
- C. **Curriculum Committee.** This Committee is responsible for planning programs of courses and summer lectures, for implementing these programs, and for recruiting and retaining faculty. The Committee shall determine the perceived value of each course and summer lecture by means of student evaluation forms and utilize the results in planning future offerings.
- D. **Facilities Committee.** This Committee is responsible for securing the facilities required for Senior University events and for the physical arrangements required in each venue.
- E. **Finance Committee.** This Committee is responsible for developing and implementing a plan to provide adequate financial resources to support the programs and staff of Senior University currently and in the future. The Committee shall prepare an annual budget proposal for approval by the Board, monitor the administration of the budget, and report the financial status of the University to the Board monthly and to the

membership at the Annual Meeting. The Treasurer shall serve on this Committee.

- F. **Lectures Committee.** This Committee is responsible for developing a program of lectures open free of charge to the public of all ages.
- G. **Membership Committee.** This Committee is responsible for recruiting new members and for encouraging continued membership. The chair or designated Committee members shall work with the Administrator to maintain membership information including statistics regarding the numbers of members.
- H. **Nominating Committee.** This Committee is responsible for maintaining a list of potential candidates for Board membership and, pursuant to Bylaw 3.5 of Senior University, for presenting a slate of candidates for those Board positions that will become vacant at the end of the calendar year for consideration by the Board at its November meeting. Following approval by the Board, the Committee shall present the slate of candidates for consideration by the membership at the Annual Meeting. Every effort shall be made to ensure that the nominees of the Committee reflect the diversity of the community. The Committee shall also present a slate of officers for the following calendar year pursuant to Bylaw 3.5.
- I. **Publicity Committee.** This Committee is responsible for developing and implementing plans to publicize the programs and offerings of Senior University as widely as possible through print and electronic media and through informal means.
- J. **Social Committee.** This Committee is responsible for planning Senior University social events and overseeing the implementation of those plans.
- K. **Strategic Planning Committee.** This Committee is responsible for developing a Strategic Plan for Senior University for each calendar year and submitting a proposed plan for the following year for approval by the Board at its December meeting.
- L. **Technology Committee.** This Committee is responsible for ensuring the availability of the equipment needed for the various programs and activities of Senior University. The Senior University Administrator shall serve on this Committee.
- M. **Travel Committee.** This Committee is responsible for overseeing the planning, implementation, and evaluation of Senior University trips.

- N. **Volunteers Committee.** This Committee is responsible for recruiting and overseeing the work of Senior University volunteers. The Committee shall work with the Administrator to ensure sufficient volunteer support throughout the year.
 - O. **Website Committee.** This Committee is responsible for the design and content of the Senior University website and for working with the webmaster to ensure that the website is current, accurate, and user-friendly. The webmaster shall serve on this Committee.
- 2.2 Committee Meetings.** Each standing committee shall meet at the request of any committee member, and, in any case, shall meet no less often than once each calendar year.
- 2.3 Committee Membership.** Each standing committee, each year, shall include at least one member who has never before served on that committee.
- 2.4 Volunteers**
- A. The programs of Senior University shall be carried out by member volunteers insofar as possible.
 - B. Senior University shall ensure that each volunteer receives adequate and appropriate training and recognition.
- 2.5 Administration**
- A. The Administrator shall perform the duties outlined in his/her employment agreement and job description in accordance with the Bylaws and policies of Senior University.
 - B. The Administrator shall be responsible for maintaining the office of Senior University. The office hours shall be posted on the door and on the website. The office shall be open from 9:00 a.m. to noon and 1:00 to 4:00 p.m. Monday through Thursday except that it shall be closed on MLK Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following Friday, and from December 24 through January 1. It may be closed or be open irregular hours at other times as well, in which case these additional closings or irregular hours shall be posted on the website and on the door and shall be announced in advance by e-mail to the members.
 - C. If the office must be closed temporarily for errands on- or off-campus, a notice shall be posted on the door indicating when it will reopen.

- D. In the event that after-hours or weekend work should be required of the Administrator, he/she may keep a written record of these hours and compensating time off may be granted subsequently by the President.
- E. The Administrator shall maintain the membership records of Senior University and shall update these records at least monthly. The date of expiration shall be clearly identified with each membership.
- F. Each member shall be sent a renewal notice by electronic means or by U.S. mail prior to the expiration of his or her membership.
- G. For purposes of long-term comparisons, the membership in a given calendar year shall be the paid membership as of December 31, and the enrollment in any term shall be the paid enrollment as of the final day of classes. Short-term status reports or comparisons may also be provided.
- H. The Administrator shall maintain the financial records of Senior University, collect fees, issue receipts, make deposits, and retain receipts for payments. All deposits shall be made promptly. Checks submitted by members on the travel waitlist shall be kept in a secure location for disposition when the member's travel status is confirmed.
- I. The Administrator shall maintain a current inventory of the equipment and fixed assets of Senior University, confirm the physical presence of each item at the conclusion of the winter term each March, and report any discrepancies to the President.
- J. The Administrator shall obtain bids and arrange for the authorized purchase or lease of materials and equipment as directed.
- K. The Administrator shall maintain current back-up files of membership and financial records and a current inventory of equipment in a secure off-site location. The Administrator shall also perform fixed-time backups of financial records on a monthly, quarterly, and annual basis upon completion of each such periodic financial statement.
- L. The Administrator shall submit the Payroll Tax Deposit each month and shall prepare all other necessary governmental reports, forms, and other required documents in a timely manner for submission by the Treasurer.
- M. In addition to membership and financial records, the Administrator shall also maintain in a secure location permanent records of courses offered each term, public lectures, trips, and other programs offered, lists of Board members and officers each year, lists of committee members and chairs each year, and reports of the President. When available, records of committee activities, photographs, significant memorabilia, members'

personal accounts, and related materials shall also be maintained and made available to members.

- N. At least five days prior to each meeting of the Board the Administrator shall distribute an agenda developed by the President. Insofar as possible, any explanatory or reference materials shall be distributed with the agenda rather than distributed at the meeting. Committee reports shall be distributed in writing when possible.
- O. The Secretary, or the Secretary's designee, shall record the minutes of each meeting of the Board. The minutes of each meeting shall be distributed to the Board members by the Administrator between three and seven days following the meeting. The minutes shall include the date and place of the meeting and the names of the Board members and others present. They shall state each motion made, indicate who moved and seconded it, and whether or not it was approved. They may state items discussed but not acted on and may also include other content presented by Board members if written copies are submitted to the Administrator within 48 hours of the meeting.
- P. Every document distributed by Senior University shall carry a date so that subsequent revisions will be easily identifiable.
- Q. The Administrator shall notify the Webmaster within one week of any change in Board or committee membership, and the Webmaster shall then reflect the change on the website within one week so as to provide members with current information concerning the Senior University leadership.
- R. The Administrator shall acknowledge with thanks each tax-deductible gift to Senior University within 60 days of receipt.
- S. Gifts to Senior University consisting of items other than cash or negotiable securities shall be accepted only with the approval of the Board.
- T. The Administrator shall work closely with the faculty, the volunteers, the committees, and the Board to accomplish the mission of the University. Close and continuing relationships with the Volunteers Committee, the Travel Committee, and the Webmaster are especially important. The Administrator and the chair of the Volunteers Committee shall work to ensure that there are sufficient office volunteers and classroom assistants to carry out the work of Senior University each term. A request for volunteers shall be included with every Senior University mailing as necessary and appropriate.

- U. The Administrator shall maintain an Administrator's Handbook containing (A) a copy of the job description for the position, and (B) a week-by-week or day-by-day calendar of the duties performed by the Administrator routinely throughout a sample year. All deadlines shall be cited together with any other information or suggestions relevant to successful performance in the position of Administrator. The format of the Handbook shall be determined by the Administrator and approved by the President. The document shall be revised annually to reflect any changes in the policies, procedures, or practices of Senior University, but the dates cited in the Handbook need not match the specific dates in any given year. The content to be included shall reflect the purpose of the Handbook, which shall be (A) to help the Administrator to meet deadlines by providing a readily available reference guide, (B) to assist the officers and Board in overseeing the work of the Administrator and to alert them if and when additional help is needed, and (C) to facilitate continuity and stability in the event of the unavailability of the Administrator.
- V. The current job description of the Administrator shall be attached as an appendix to this document.
- W. A monthly calendar of the responsibilities of the Board, its various committees, and other parties shall be attached as an appendix to this document.

2.6 Committee Reports. The chair of each committee shall submit a written report to the Board each year between September 1 and the final meeting of the Board in that calendar year. The report shall (1) summarize the activities and actions of the committee during the year with emphasis on the specific actions taken to achieve the mission of Senior University, (2) assess the extent to which the committee has accomplished the tasks assigned to it in the Strategic Plan, if any, and (3) if possible, suggest additional actions to be considered in the following year to enable the committee or the Board to become even more effective in accomplishing the mission of the University.

2.7 Committee Records. The chair of each committee shall maintain a file detailing the activities of the committee each year, including personal contacts established, correspondence sent and received, and other materials likely to be helpful to successor committees. This file may be either delivered directly to the chair of the successor committee or deposited in the office of Senior University for delivery to the successor chair.

3.0 MEMBERSHIP

3.1 General

- A. The spouse of a Senior University member may join the University even though he/she does not meet the age requirement.
- B. A member may be accompanied by a non-member when necessary to provide personal assistance.
- C. Subject to the availability of facilities, the Annual Meeting of the membership shall be held on the first Wednesday of December.

3.2 Registration and Fees

- A. Senior University membership dues and course registration fees are not transferable, and no refunds shall be given except at the discretion of the President for reasons of unforeseen medical or physical conditions.
- B. Members who teach courses are exempt from paying course registration fees during the terms in which they teach.
- C. Board members are not exempt from paying membership dues, course registration fees, or travel fees.
- D. Founding members Adam Blatner, Winnie Bowen, and Linda Watkins may retain their memberships in Senior University and attend classes without further payment of membership dues or registration fees. They must register for the classes desired and are subject to class size limitations.

4.0 PROGRAMS

4.1 General

- A. Senior University is committed to the exchange of information and ideas in an atmosphere of free inquiry and discussion. Its goal is to present a varied program of classes, lectures, travel activities, and other learning opportunities designed to provide intellectual stimulation, cultural experiences, and personal enjoyment.
- B. Faculty and other speakers in Senior University programs are expected to demonstrate professionalism and their efforts are expected to contribute to the mission of the University as stated in its Strategic Plan. Senior University shall be politically and ideologically neutral.
- C. Faculty teaching courses and speakers offering summer lectures are expected to provide their services to Senior University free of charge.

However, an honorarium of \$50 shall be paid to each faculty member teaching a course in the fall or winter terms.

- D. An honorarium of up to \$500 may be paid to each speaker in the public lecture program at the discretion of the Lectures Committee.
- E. A budget to provide handouts and other instructional materials for use in Senior University courses and lectures shall be provided by the University.

4.2 Courses

- A. Senior University courses shall be offered in two terms of six weeks each in the fall and winter. Classes shall be 60 minutes in length unless otherwise indicated.
- B. Subject to the availability of facilities, the fall term shall begin on the last Monday of September and the winter term shall begin on the last Monday of January.
- C. Senior University shall offer a summer term of one week comprising ten lectures of 60 minutes each.
- D. Subject to the availability of facilities, the summer term shall begin on the Monday following the first Friday of June.
- E. Current membership is required to enroll for Senior University classes or summer lectures.
- F. Members and non-members are invited to submit proposals to teach courses or present summer lectures by completing the form "Proposal To Teach a Course or Present a Lecture" available from the Office or on the Senior University website.

4.3 Public Lectures

- A. Senior University shall offer a program of lectures open free of charge to the public of all ages. Membership in Senior University is not required to participate in this program.
- B. Members and non-members are invited to submit proposals to present public lectures by completing the form "Proposal To Teach a Course or Present a Lecture" available from the Office or on the Senior University website.

4.4 Travel

- A. Senior University shall offer a program of travel experiences, in Texas and beyond, that provide variety, intellectual stimulation, and personal enjoyment. Each trip shall have an identifiable educational purpose.
- B. Current membership is required to participate in the Senior University travel program.
- C. Senior University trips shall be administered and conducted by a professional travel agency under a service agreement with Senior University. A copy of the most recent service agreement shall be attached as an appendix to this document.
- D. Because of liability considerations, alcoholic beverages shall not be served by Senior University on any trip.
- E. Every participant on a Senior University trip shall complete a form providing emergency medical and contact information before departure.

5.0 FINANCE

5.1 General

- A. An annual review of the financial affairs of Senior University shall be performed by a qualified independent financial professional as soon as possible after the end of each calendar year in accordance with Bylaw 6.3 of Senior University. The results shall be reported to the Board immediately and to the membership at the next Annual Meeting.
- B. The Board shall accumulate reserve funds equal to the total operating budget of Senior University for the previous fiscal year. Reserve funds shall be defined as the total of funds held in the name of Senior University then on deposit in savings accounts and in certificates of deposit on the calculation date. If in any fiscal year the reserve funds total less than the actual expenses for the previous fiscal year, the budget for the following fiscal year shall allocate for reserves an amount equal to at least ten percent of the difference between the current reserve funds and the prior fiscal year's actual expenses.
- C. At each May meeting of the Board the Treasurer shall review the insurance coverage of Senior University, and the Board shall determine whether the types of insurance and the coverage limits for the University, the Board, and the members are adequate.
- D. Detailed current financial records for Senior University shall be maintained by the Administrator.

5.2 Procedures

- A. Prior to the beginning of each fiscal year the Board shall identify those individuals authorized to sign checks for the University during that year. These names shall be submitted promptly to the appropriate financial institutions and the names of previously authorized signers shall be removed. Only members of the Board may serve as authorized signers of checks.
- B. The Treasurer, in consultation with the Finance Committee, the committee chairs, and the Administrator, shall develop annual operating and capital budgets for Senior University for consideration and approval by the Board at its November meeting.
- C. At each Annual Meeting the Treasurer shall present to the members a written report on the financial status of the University that includes, at a minimum, a Statement of Financial Position and a Statement of Activities for the previous fiscal year. Each month, except July, the Treasurer shall present to the Board a Statement of Financial Position, a Statement of Activities, and a Budget- vs.-Actual Statement, each for the previous month, as well as a year-to-date Statement of Activities with a previous-year comparison.
- D. The cash basis of accounting shall be used by Senior University.
- E. All payments to Senior University shall be made by check or cash and not by credit or debit card.
- F. All checks payable to Senior University shall be deposited to the appropriate bank account within one week of receipt. All cash received by Senior University shall be deposited to the appropriate bank account within one week of receipt, or within two business days when funds reach a total at least \$250. In preparation for deposit, cash shall be counted by the Administrator and a member of the Board, or by two members of the Board, and placed in a sealed envelope marked with the amount, the date, and the signatures of both persons. In the event that no members of the Board are immediately available, the counting shall be delayed until at least one Board member is available, and every effort shall be made to secure Board members for this purpose as soon as possible.
- G. Checks and cash payments to Senior University shall be kept in a locked location until deposited.

- H. All bills shall be paid promptly. Checks for over \$500 shall require two authorized signatures. The officer or director most responsible for an expense over \$500 must authorize the payment in writing or, if an authorized signer, by signing the check, provided, however, that no director or officer may sign any check made payable to such officer or director. All unbudgeted expenses must be authorized by the Board prior to the commitment of funds.
- I. Any payment that exceeds its budgeted amount shall require the written approval of the Treasurer and, if over \$500, approval of the Board. Each check shall require an invoice or written request stating clearly the reason for the expenditure and providing appropriate supporting documentation.
- J. Authorized unbudgeted out-of-pocket expenses of Board members, faculty, speakers, and the Administrator shall be paid promptly and fully. Authorized expenses are defined as those approved in writing in advance by the President.
- K. All deposit slips and copies of checks shall be reviewed by the Treasurer for accuracy and completeness.

6.0 PROPERTY AND RECORDS

6.1 Fixed Assets

- A. All property of Senior University shall be protected from loss, damage, and theft at all times.
- B. No equipment or other fixed asset of Senior University may be lent to or used by members or non-members for any purpose other than use in classes, lectures, or other functions of Senior University.
- C. Senior University shall purchase, rather than lease or rent, fixed assets only when there is a clear cost-benefit rationale for doing so.
- D. Senior University shall maintain a current inventory of its equipment and other fixed assets together with the date of purchase, the purchase price, and the location of each item.

6.2 Records. The records and documents of Senior University shall be retained according to the following schedule:

Senior University Records	Retention Time Frame
Articles of Incorporation; Bylaws and Policies, including revisions; strategic plans by year	Permanently

Board agendas, minutes, and attachments; agendas and minutes of Annual Meetings	Permanently
Budgets, financial review reports, annual financial statements, federal tax forms, personal property tax returns, deeds, and other property records	Permanently
Lists of Board members and officers by year, lists of committee members and chairs by year, lists of membership and enrollment records	Permanently
Lists of course offerings, summer lectures, public lectures, trips, and other activities of Senior University, with the dates, titles, and names of presenters or leaders	Permanently
Job descriptions, employment agreements, and other materials related to the employment of Administrators	Permanently
Presidents' reports, newsletters, and other documents intended to facilitate communication between the leadership and the membership	Permanently
Official and unofficial documents concerning financial management, committee activities, recruitment of members and Board members, travel, practices and procedures, and other documents likely to be of help to future Board members, committees, and Administrators	Permanently
Bank statements, deposit tickets, canceled checks, and annual financial data stored digitally	Seven years
General ledgers, journals, cash receipts, and cash disbursements	Seven years
Payroll records	Seven years
Annual fixed-time backups of financial reports	Seven years
The results of surveys	Seven years
The results of evaluations of course offerings, summer lectures, public lectures, trips, and other activities of Senior University	Seven years
Contracts no longer active	Five years
Insurance policies no longer active	Five years
Vendor invoices	Five years
Bank reconciliations	Three years
Monthly and quarterly fixed-time backups of financial records	Most recent six quarters

6.3 Access. All materials containing the results of evaluations of course offerings, summer lectures, public lectures, trips, and other activities of Senior University shall be accessible only to current members of the committee responsible for that activity and to the current President. No person shall disclose any information concerning the evaluation of specific individuals or

courses to any person not authorized access to that information, and any committee members or President holding such materials in any form shall destroy them immediately on leaving that position.

6.4 Storage

- A. All equipment and records of Senior University shall be stored in the office of the University or in other secure storage space.
- B. Backups of financial records, membership records, and other documents considered essential to the operations of Senior University shall be stored in a secure off-site location.

Executive Committee	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1. Conduct a performance review of the Administrator										X		
2. Submit to the Board a report on the performance review of the Administrator											X	

Treasurer and Finance Committee	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1. Submit a financial report to the Board including a balance sheet and a report of cash flow and other financial activity	X	X	X	X	X	X		X	X	X	X	X
2. Recommend to the Board a financial professional pursuant to Bylaw 6.3	X											
3. Conduct a review of the adequacy of the insurance coverage of Senior University				X								
4. Submit to the Board a report concerning the adequacy of the insurance coverage of Senior University					X							
5. Submit IRS Form 990 (by May 15)					X							
6. Receive the report of the financial professional							X					
7. Obtain approval by the Board of the report of the financial professional								X				
8. Prepare a budget for the following year										X		
9. Obtain approval by the Board of the proposed budget for the following year											X	

Financial Professional	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1. Accept appointment pursuant to Senior University Bylaw 6.3	X											
2. Submit a report to the Finance Committee pursuant to Senior University Bylaw 6.3					X							

Nominating Committee

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1. Submit to the Board a progress report regarding nominations for Board membership for the following year									X			
2. Recommend to the Board a slate of candidates for Board membership for the following year											X	
3. Recommend to the Board a slate of candidates for officers of Senior University for the following year												X

Bylaws and Policies Committee

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1. Review the Bylaws and Policies of Senior University and prepare recommended changes for the following year									X			
2. Obtain approval by the Board of changes in the Bylaws and policies											X	

Strategic Planning Committee

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1. Review the Strategic Plan of Senior University and prepare recommended changes for the following year										X		
2. Obtain approval by the Board of the Strategic Plan for the following year												X

Travel Committee

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1. Review the Travel Agency service agreement and prepare recommended changes for the following year									X			
2. Obtain approval by the Board of changes in the Travel Agency service agreement or renewal of the agreement										X		

President

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1. Appoint chairs and members of the standing committees	X											

Administrator	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1. Confirm the physical presence of each item of equipment and fixed assets belonging to Senior University each July, and report any discrepancies to the President.			X									
2. Invite the membership to nominate candidates for the Board by petition for the following year pursuant to Senior University Bylaw 3.5										X		
3. Submit to the Board a proposed calendar for Board meetings and a date for the Annual Meeting for the following year												X

Membership	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1. Elect Board members (at the Annual Meeting)												X

APPENDIX 2—JOB DESCRIPTION OF THE ADMINISTRATOR

Under the supervision of the President of Senior University, and reporting to the President, the Administrator provides a wide variety of administrative and support services. This document is intended to outline the skills and knowledge required as well as the duties and responsibilities of the position. The duties and responsibilities may be interpreted by the President and revised by the Board of Directors as necessary to meet changes in the circumstances or needs of the University.

SKILLS AND KNOWLEDGE REQUIRED

1. Ability to communicate effectively, both orally and in writing
2. Ability to interact effectively with the diverse internal and external constituencies of Senior University and to project a favorable image of the University
3. Skill in managing an office, including responding to messages and communications in a timely manner
4. Familiarity with the current electronic and data management technology necessary in office management
5. Ability to maintain confidentiality
6. Ability to undertake light physical activity.

DUTIES AND RESPONSIBILITIES

1. Maintain the office of Senior University in accordance with the Bylaws and policies of the University and perform the customary duties of a receptionist in the office.
2. Interact directly with Senior University members and non-members in writing, by telephone, or in electronic or face-to-face settings with the objective of answering questions, resolving problems, or dealing with issues promptly and in a mutually satisfactory manner insofar as possible.
3. Perform the customary duties of a secretary, including (1) drafting, editing and filing reports, correspondence, and other documents; and (2) generating, entering, and processing data.
4. Maintain the records of Senior University, including the archived records and backups as specified elsewhere in this document.
5. Maintain strict confidentiality when required and use discretion at all times in handling information that may reflect on a member or group within Senior University.

6. Make the logistical arrangements for the Annual Meeting and the meetings of the Board, and provide support for the Board including the distribution of agendas, minutes, and related documents.
7. Assist in coordinating arrangements for Senior University courses, lectures, and other events as directed, and copy or arrange for copying instructional materials as necessary.
8. Provide support for the officers, Board members, and committee chairs of Senior University in response to requests.
9. Ensure that Senior University is in compliance with all requirements of its Bylaws and policies, and point out any actual or potential non-compliance to an appropriate officer.
10. Perform such other reasonable and appropriate duties as may be directed by the President.

APPENDIX 3—TRAVEL AGENCY SERVICE AGREEMENT

Agreement for Services Rendered (Revised and Approved October 20, 2014)

This agreement is entered into by Precision Travel, Inc. represented by Babs Cape (hereinafter referred to as “Precision”) and Senior University Georgetown (hereinafter referred to as “SrU”) on this date, _____

Precision’s place of business is 7557 Rambler Road, Suite 150, Dallas, Texas 75231-4111.

SrU’s place of business is the Prothro Bldg., Suite 164, 1001 East University Ave., Georgetown, Texas 78626.

SrU hereby engages Precision to provide services described herein under “Scope and Manner of Services”. Precision hereby agrees to provide SrU with such services in exchange for consideration described herein under “Payment for Services Rendered”.

Scope and Manner of Services

Services to be provided by Precision: plan, execute, and host travel opportunities for SrU. Precision’s principal contact with SrU will be the Chair of SrU’s Travel Committee. Precision will advise the Chair of proposed trips prior to making detailed plans. Precision must obtain approval from the Chair of the Travel Committee or, in the Chair’s absence, the President of SrU prior to finalizing a proposed trip. If approved, Precision will provide, to SrU’s Administrator, all details of the trip, including dates, cost, and itinerary, so that SrU’s Administrator can prepare and disseminate all pertinent information to the membership of SrU. As members register for the trips, SrU’s Administrator will advise Precision, according to a schedule agreed upon by the Administrator and Precision, the number of registrants for the trip to enable Precision to revise any details of the trip to accommodate the projected number of registrants.

Payment for Services Rendered

All monies paid by travelers will be collected by SrU. Precision may request advance payments of up to 75% of anticipated income for the trip. In no case will the amount of money requested as advance payments exceed the amount of money collected by SrU for the trip, except for overnight trips requiring long term reservations. For these trips, advance payments of up to \$3,000 may be requested by Precision and granted by SrU if approved by two of the following three SrU board members: the Chair of the Travel Committee, the Chair of the Finance Committee, the President of SrU.

If the trip is cancelled, for any reason, Precision will refund the advance payment less cancellation fees, if any, to SrU within 60 days of the date of cancellation of the trip. Cancellation fees, if any, will be negotiated between Precision and SrU.

Advance payments will be made by SrU to Precision within ten (10) days after requested by Precision.

Within ten (10) days of a trip completion, SrU will pay Precision 90% of net revenues collected for the trip. If the trip required at least three (3) nights lodging, SrU will pay Precision 95% of net revenues.

This agreement is for a period beginning January 1, 2015 and ending December 31, 2016, unless cancelled by either party at any time with sixty (60) days advance written notice. Upon cancellation, all payments due for trips in process and authorized by Precision and SrU will be paid within ten (10) days by the party holding monies collected for the trips.

This agreement is governed by the policies of Senior University Georgetown, paragraph 4.4, and subject to revision from time to time.

Precision Travel, Inc. _____ Date _____

Senior University Georgetown _____ Date _____

10/19/14