



UNIVERSITY of WISCONSIN
GREEN BAY

Lifelong Learning Institute

Serving Green Bay, Manitowoc, Sheboygan and surrounding communities

VOLUNTEER OPPORTUNITIES

Lifelong Learning Institute is a VOLUNTEER lead organization. Please help LLI continue by serving on a committee, helping in the office, or coordinating a class.

Name: _____ Phone: _____

E-mail: _____

Indicate your area of interest and give this form to the COORDINATOR of one of your first classes or mail/drop off at the LLI office.

Areas of greatest need:

 Board of Directors **Position of interest:** _____

We are currently in need of more members to consider being nominated for the LLI Board of Directors, which is composed of four elected officers, three elected members-at-large, and the chairs of the five committees listed below. The positions of President, Vice President and members-at-large will be open for nominees in spring.

Lifelong Learning Institute (LLI) officers are elected annually in May to begin serving their term on July 1. Board meetings are held at the Green Bay campus on the 4th Monday of each month at 8 a.m. in the Cofrin Library, CL125.

 Social Committee Chair

The Social Committee Chair heads a group of dedicated volunteers to put together five social events a year. The events are the New Member Welcome, The Fall Kickoff Social, Winter Social, Spring Fling Social and the Volunteer Appreciation gathering. The Chair should be open to creative suggestions from the committee members to set up a theme for each event. Other responsibilities include working with the venues with regard to food choices, table set up and decorations. Responsibilities further extend to making sure these same details are shared with the office manager so that invitations are designed, programs are printed and online registration is set. The chair's position could be a shared one, with two individuals each taking responsibility for some of the various duties.

 Course Coordinator: Volunteer to be the Coordinator for a course. You will work with the Presenter prior to the class to discuss copy and technology needs. You will also manage the course roster and member sign-in. In addition, you automatically are rostered for that class! *Coordinators especially needed in Manitowoc & Sheboygan.*

Other Volunteer Opportunities:

___ **Social:** If you enjoy entertaining and planning events, our “fun” Social committee would greatly appreciate your skills. Three luncheon socials are held each year: Fall Kickoff, Winter Social, and Spring Fling. We also have a Volunteer Appreciation gathering each spring. Activities include crafting decorations, choosing event venues and finding speakers or entertainment. Meetings are held as needed before each Social.

___ **Curriculum:** Do you have a great idea for an interesting new course? Join the Curriculum Committee and be mentored by one of the seasoned members on how to recruit new presenters or work with returning presenters on setting up LLI courses. Members also review past courses to ensure the continuation of the most popular ones, ensure courses represent a broad spectrum of subjects and analyze course feedback.

□ **Green Bay Curriculum Committee** meets monthly on the 1st Monday, 8:00 AM

□ **Manitowoc and Sheboygan Curriculum Committee**

___ **Finance:** Are you skillful at creating and maintaining a budget? Our Finance Committee needs members to review revenues and expenses in preparing an annual budget with input from Committee Chairs, Office Manager and the LLI President. Finance also recommends membership fees, reviews gifts and donations, oversees the LLI membership assistance program and the annual fund. Join us monthly on the 3rd Monday, 8:00 AM, at the Village Grille in Allouez.

___ **Publicity & Promotions:** If you enjoy LLI so much that you want to “spread the word” about it to the community, the Publicity & Promotions Committee would appreciate your help! You will also have opportunities to promote LLI in person at community events such as Art Street. Join the Green Bay Publicity and Promotions Committee monthly, on the 2nd Monday, 8:00 AM at the Cofrin Library in Room CL125.

___ **Technology:** Do you enjoy working with hardware and have a good understanding of technology? The Technology Committee monitors the performance of LLI's Audio/Visual equipment; helps troubleshoot issues and makes suggestions for improvement. With support from the IT Department, help make our members' learning experience the best it can be.

Other volunteer Opportunities not involving Committee Membership:

___ **Office Front Desk:** Do you enjoy interacting with people? The main duty of our front desk volunteers is greeting and helping people in person and on the phone, providing warm, friendly and exceptional service to anyone that calls or visits. Our front desk volunteers also monitor and handle the LLI emails and go through completed Coordinator folders and other projects as needed. Sign up as often as you like to volunteer at the front desk in the LLI Office. Shifts are 8:30-12 and 12-3pm.

___ **Set up/Take Down** for large Ashwaubenon Community Center classes. Small group needed to set up and take down chairs for the couple of large classes we have at Ashwaubenon Community Center.