

Area	Responsibilities
Board	<ul style="list-style-type: none"> ● Oversees all aspects of ELLA operations ● Maintains adherence to ELLA policies and procedures ● Oversees the management of financial records
Operations	<ul style="list-style-type: none"> ● Develops/maintains the information and technology platforms to support the operations of ELLA ● Assistance to members ● Support the work of all ELLA committees ● Publish courses and timetables online ● Coordinates membership and course purchases
Program Development	<ul style="list-style-type: none"> ● Plan and evaluate the educational offerings for both online and in person courses ● Select courses for next year's sessions ● Identify/contact instructors ● Committee is organized into working sub-committees: Sciences, Humanities, Fine Arts, Wellness and Leisure, Noon Hour Presentations and Evaluation
Program Implementation	<ul style="list-style-type: none"> ● Sets up the mechanics to run ELLA sessions ● Obtain/assign rooms for individual classes ● Provide session information ● Recruit course facilitators (online and in person) ● Organization of and training for online classes ● Coordinate Zoom operations for online classes
Marketing and Communications	<ul style="list-style-type: none"> ● Manages ELLA marketing to advertise, publicize and promote the ELLA organization and programs ● Communication with ELLA members through newsletters and bulletins ● Manages and updates the ELLA website ● Manages photographic records of ELLA ● Preparation of program information and online course information
Finance	<ul style="list-style-type: none"> ● Maintains financial records ● Provides accounting management ● Provides financial reports ● Makes application for grants
Volunteer Recruitment and Recognition	<ul style="list-style-type: none"> ● Recruitment of volunteers ● Communication of volunteer information with members ● Communication with volunteers ● Organizes volunteer recognition ● Maintenance of volunteer records