

January 14, 1993. Meeting of the Executive Council of Learning in Retirement.

Present: Southworth, Hunger, Lieson, Goodwin, Gibson, Beal, Keating, Morse, McAfee, Senders, Dunn, Lawton.

The Secretary's report was read and approved.

In the absence of Anne Keppler, Barbara Southworth had a report of expenditures, but not one on balance. The Council will have a full treasurer's report at its next meeting.

Barbara Southworth announced Lucy Greenberg's resignation which will be effective January 29. A temporary office manager has been hired for a month and will begin work on January 27. An ad will be placed in the papers the weekend of January 23-24 and it is hoped that there will be some interviews with candidates by the end of the week of January 25.

A job description for the position has been written by a committee of the Council: Harley Unger, Eleanor Quint, and Bill Gibson. Harley noted that the committee had gone over the job description with Lucy Greenberg. He distributed copies of the job description and led a discussion of it.

In the discussion, these points were emphasized:

1. It was noted that the title "Program Coordinator" is preferred by the Personnel Office of the Five Colleges.
2. Qualifications for the position should include experience in working with a volunteer organization.
3. Supervision of the work of the Program Coordinator should rest in the hands of the President.
4. Harley Unger raised the possibility of changing the number of hours given in the job description and suggested that the hours could be increased and that provision for work study help could be provided. In this connection, Bill Gibson suggested that the Finance Committee prepare a budget including the cost to LIR for a 20 hour work week and for a 25 hour work week.
5. The job description should be changed to make it clear that the Program Coordinator will be authorized to write and sign only routine correspondence without the approval of the LIR officers. A file of routine correspondence should be kept in hard copy.
6. Remarks were made about some of the negative statements in the job description. It was emphasized that it is important to make clear to the membership what work will NOT be the responsibility of the Program Coordinator. The person on the job needs reasons for saying no. In a discussion of the work the office should perform in support of committees, it was suggested that xeroxing and mailing for committees could be handled by committee chairs or any member of the committee. In this connection, Barbara Southworth announced that a handbook is being prepared describing the responsibilities of each committee.
7. In discussing the clerical work done in the office, the question was raised as to how much xeroxing the office staff can be expected to do. It was suggested that the budget should include an item covering the cost of xeroxing. There is a need to develop a routine way of keeping track of the amount

of xeroxing needed both on the office machine and xeroxing done in professional copy shops so that the cost can be budgeted in a realistic manner. Lucy McAfee suggested that each moderator could make tentative budget for this kind of item.

Interviewing of candidates for the Program Coordinator job will be in three stages. First, resumés of all applicants will be read by the Five College Personnel Director. From this group, twelve will be chosen to be interviewed by the Executive Council. These candidates will receive a copy of the job description as written by the committee and revised as a result of the Council discussion. From the group of twelve, three will be chosen to be interviewed by the Executive Council.

Harley Unger will make such changes in the job description as the Council felt necessary and he will get a revised version to the Five College office and to Lucy Greenberg.

Pat Keating reported that the Membership Committee needs to hear from the Council what its expectations are for the work of the committee.

The following ideas were suggested and discussed:

1. The need for orderly growth. Part of the discussion involved the necessity of balancing growth in membership with the ability of LIR to offer a sufficient number of seminars. It was suggested that the Membership Committee might form a sub committee to seek out and encourage moderators. The possibility of offering two sections of popular seminars was discussed. It was also suggested that the Membership Committee might study membership lists from past years and find out how many people have dropped membership. In this connection, a telephone follow-up of those members might be helpful in determining why people do not continue.
2. The Membership Committee might organize an orientation meeting for new members. (A reminder; there should be name tags at all LIR events.)
3. It would be helpful to have the Membership Committee prepare a statement of the privileges of membership.

There was no further business and a motion was made and seconded to adjourn.

Ellen Goodwin, Secretary