LIR COMMITTEES: Portfolios & Status
Newly designated names & portfolios approved by Council April 8, 2021
Status for 2021/22 as of May 13, 2021 Council

MISSION SECTOR COMMITTEES ("sharing the pleasures of active learning")

CURRICULUM
Portfolio: Moderator preparation (training, meetings, handbook et al)
Seminars & Workshops (Fall and Spring)
Short Seminars & Workshops (Summer)
Preview Catalog with Office Manager
Preview/Open House (with Office Manager & Past President)
   Liaison with other committees & Office Manager
   Monthly meetings

EXTRA CURRICULUAR (previously known as “Activities”)
Portfolio: Supplementary programs & events
   (eg. field trips, concerts, theater, additional short seminars/workshops, presentations, et al)
   Typically scheduled during Winter/Summer Intersessions
   Meetings 2x per year

GREAT DECISIONS (a program sponsored by LIR in conjunction with the Foreign Policy Association (FPA); open to public; paid by subscription)
Portfolio: Co-ordination with FPA & LIR
   Speaker research, selection & liaison
   Monthly meetings per prescribed schedule

INTEREST GROUPS (previously known as “Ongoing”)
Portfolio: Year ‘round continuous programs of various kinds led by facilitators

PUBLIC PROGRAMS (previously part of “Activities”, “Ongoing” & “Projects & Events”)
Portfolio: Encore Presentations
   Legislators’ Forum
   Projects & Events (a special series of performances, lectures et al)
   Liaison with Outreach Committee & Office Manager
   Monthly meetings

COMMUNICATIONS SECTOR COMMITTEES

MEMBERSHIP (previously part of “Membership & Outreach”)
Portfolio: Contributing newsletter editor (generate & co-ordinate monthly columns by members, with Office Manager as editor)
   Membership Surveys
(Memorial Service: responsibility of Past President)
Race/diversity ad hoc subcommittee
Social events (eg Newcomers Coffee, Potluck & Spring Social)
   Welcome Packet (for new members)
   Liaison with Outreach Committee
   Monthly meetings

OUTREACH (previously part of “Membership & Outreach”)
Portfolio: Publicity (press releases, flyers, postcards)
   Public Relations for LIR
   Follow-up to Office Manager referrals
   Speakers Bureau (presentations to other groups)
   Social media content oversight:
      Facebook, Instagram
      Website (an ad hoc planning committee currently
      mapping out how to replace our current one)
   Liaison with Great Decisions, Public Programs, Membership,
   Tech Committees, & Office Manager

TECHNOLOGY
Portfolio: Coaching individuals re computer use, upon request
   Technical set-up & management of Web Page
   Workshops, training & handbooks to promote computer use
   Liaison with Membership & Outreach Committees
   Meetings as required

GOVERNANCE SECTOR COMMITTEES

EXECUTIVE COMMITTEE (LIR officers)
Portfolio: General supervision & administration over LIR affairs
   Collaboration with Council & Office Manager (who assists in work
   with all committees)
Calendar Oversight
Various duties specified for each officer
2 meetings/month

FINANCE COMMITTEE
Portfolio: Advisement re financial control & budgeting
   On-going development tasks: tracking & managing
   of gifts & investments

NOMINATING COMMITTEE
Portfolio: Supervise nominations of officers & Council
   Supervise elections (eg. appoint tellers)
   Determine eligibility re additional terms