

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 CURRICULAR** (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