

OLLI at Penn State, University Park

Social Committee Responsibilities

The Social Committee plans a variety of social events for OLLI members. An OLLI staff member will be assigned to work with the Social Committee to provide administrative support.

Responsibilities include:

- Taking turns serving as lead planner for events
- Researching and selecting social events that may be of interest to OLLI members.
- Reviewing the OLLI calendar to ensure social events take place when they do not conflict with other OLLI programs.
- Planning all social event details (e.g., venue, refreshments, promotion). **Note:** staff must process all contracts.
- Developing a budget and determining the event fee
- Developing a promotional plan for each event and working with staff to carry it out.
- Overseeing each event (check-in/welcome participants; refreshments; clean-up, etc.)
- Presenting related receipts requiring reimbursement to staff in a timely manner to ensure prompt and accurate payment
- Reviewing evaluation feedback and financials after the event has taken place.