

FCLIR OPERATIONS MANUAL

This Manual provides instructions and directions for the day-to-day operation of FCLIR and should be read in conjunction with the 2025 FCLIR Bylaws. Each year the revised Manual will be posted on our website and copies sent to members of Council and to committee chairs.

Adopted as amended by FCLIR Council on May 14, 2026.

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SECTION I: MISSION STATEMENT

Five College Learning in Retirement fosters lifelong, peer-led learning that inspires shared discovery, encourages the exchange of ideas, cultivates friendships, and builds a strong sense of community.

To implement this mission, FCLIR will:

- Offer educational programs whose core is peer-led seminars and workshops in which members are active participants.
- Provide additional programs to enrich the educational and social experiences of members. These programs may include lectures and colloquiums, roundtable discussions, reading groups, special interest groups, trips, and social events.
- Ask members to:
 - Actively participate in seminars, workshops, and interest groups
 - Pay annual dues and consider donating to the Membership Assistance Fund
 - Volunteer as a committee member, moderator, or Council member, or as needed for special programs and events

SECTION II: COUNCIL

The FCLIR Council is the governing body of FCLIR with authority to manage all educational, organizational and budget matters of the organization. The Council is composed of ten members. Each standing committee selects a delegate to serve as a member of Council. In addition, three members are elected each year to serve two-year terms. If an elected member resigns, the replacement serves out the remainder of that member's term. No member may serve as a member of Council, whether as a committee delegate or an elected member, for more than five consecutive years.

The Responsibilities of Council Members:

- Attend regular and special meetings of Council. Unavoidable absences should be communicated to the facilitator
- Be knowledgeable about the organization. Read and keep for reference the Bylaws and Operations Manual
- Notify the Treasurer in advance when considering expenditures in excess of \$50
- Prepare for Council meetings by reading the materials sent in advance including the agenda, the minutes of the previous meeting, and financial reports
- Prepare to participate in all decisions including the annual budget, expenditures not included in the budget, any matters of policy regarding membership, programs, and governance, and selection of members to carry out various administrative and executive functions
- Keep confidential anything said when Council is in Executive Session
- While serving on the Council, members are encouraged to participate on a committee of FCLIR
- Council members are encouraged to participate in FCLIR activities

Organizational Meeting of Council:

Each June the members of the outgoing and incoming Councils will meet together to organize for the coming year. The meeting will be facilitated by the previous Council's facilitator. The previous Council's Secretary will record and distribute minutes of this meeting.

Council will review the highlights and concerns of the previous year as a basis for considering priorities for the coming year.

The new Council will then decide the following:

- Select the meeting process to be used in Council for the year. Among some of the options are: some form of Robert's Rules of Order; Democratic Rules of Order; Martha's Rules; Consensus or Modified Consensus, and Consent

- Select the meeting process to be used in general membership meetings for the year
- Determine the FCLIR calendar for the year, avoiding religious high holy days
- Select members to assume responsibility for executive and administrative functions for the year. Each Council member is expected to assume responsibility for at least one function. Any member may assume responsibility for more than one function. To protect privacy, Council may want to go into executive session.

As recorded in the Bylaws, the following executive and administrative functions are required positions to be selected from Council members:

- Two Council Co-Chairs: these members, selected by Council from among the members of Council, are responsible for following up with the member who has been delegated with responsibility for each of the executive or administrative functions. They will prepare an annual report at the end of their term.
- Secretary: This Council member is responsible for recording and distributing minutes of all Council and membership meetings.
- Program Coordinator Primary Contact (PCPC): This Council member will meet with the Program Coordinator on a regular basis to help determine priorities and to avoid conflicting requests. All requests of the Program Coordinator will go through the PCPC. The PCPC will be able to make day to day decisions in collaboration with the Program Coordinator. The PCPC may delegate individuals to work directly with the Program Coordinator for specific purposes. This person will also serve as the primary liaison with FCI.

Other recommended executive and administrative positions to be identified from Council members:

- Preview Coordinator(s):
 - With Program Coordinator, make a recommendation regarding a venue, including floor plan and rental expenses, to Council for final decision
 - With input from Program Coordinator, Council and Committee Chairs, review and update Preview planning guide
 - Identify tasks and delegate responsibilities outlined in the planning guide
 - With input from Program Coordinator, write post-event report noting any problems that occurred with the facility, equipment, technology, and/or any materials needed for the event and submit to Council. Ideas for upcoming Previews should also be included
- Council meeting facilitator, who may or may not be one of the Council Co-Chairs

- Council member to set the Council agendas, who may or may not be one of the Council Co-Chairs

Other administrative positions are to be identified from among Council, Committee members, or general membership, which may change from year to year. Here are some examples:

- Memorial Program emcee
- Election coordinator
- Annual meeting coordinator
- Technical assistance coordinator for members
- Volunteer coordinator
- Membership communications coordinator
- Archivist

Other activities may be determined by the incoming Council. Some of these may be overseen by one of the standing committees, or a sub-committee thereof. Committees will submit names of individuals who may be responsible for these activities. Any of these activities not filled at the time of this meeting become the responsibility of Council to fill, suspend, or dissolve.

SECTION III: COMMITTEES

All committees will:

- Choose one of their members to be their representative to Council. Their representative will inform Council of all significant committee plans in progress
- Choose their own membership, including leadership and term limits
- Submit to the Treasurer a preliminary budget of anticipated committee expenditures for the next fiscal year by January 15
- Notify the Treasurer in advance when considering expenditures in excess of \$50
- Submit membership information to Council and submit an annual report by May 31

Committees mandated in the Bylaws, Article VII:

Finance Committee

Responsibilities include:

- Selects the Treasurer

Treasurer duties:

- Check all expense forms and receipts received from the Program Coordinator, including the category assigned, and send approval to FCI. Expenses will be paid from the Operations account unless we ask FCI to use the Reserves account
- For proposed expenditures from committees or council members, either approve or refer to Council for discussion
- Check reports received from FCI (normally monthly), looking in particular for incorrect categories and for unexpected changes in Program Coordinator benefits. Merge with the spreadsheet we maintain for producing reports, adding comments where useful
- Prepare a report after each quarter for Council, including the budget, year-to-date amounts, and year-end projections, plus brief explanations. At end of year, when final figures are received from FCI, do the same with more detailed comments
- Before June 30, get from the Program Coordinator the total of membership assistance provided for the year, and ask FCI to transfer this amount to the Operations account
- Before June 30, confirm to FCI the amount of annual distribution requested from the Investment account. This distribution will be made the following fall to the Reserves account. We are strongly discouraged from requesting distributions at any other time. Transfers can be made at any time between the Operations and Reserves accounts, by notifying FCI
- Serve as the Finance Committee member of Council

- Meet once per quarter to review projections and approve the Treasurer's report to Council.
- Prepare a draft budget in time for the March Council meeting, based on estimates from each committee. Expenses which are by their nature one-off, and in excess of \$1,000, will normally be considered as capital investments and paid from the Reserves account, while everything else will be budgeted from the Operations account.
- Based on projections, ensure that the combined total of the Operations and Reserves accounts never falls below \$30,000. The lowest point will normally be around May 1, when most dues receipts begin.
- Oversees income and expenditures
- Work with the Program Coordinator and FCI on any financial transactions
- Advise Council on financial matters as needed.

The committee should include at least one former Treasurer, if possible.

Curriculum Committee

Responsibilities for Spring and Fall seminars and workshops include:

- Prepare the academic calendar for approval by Council
- Encourage members to submit proposals for seminars and workshops
- Review and edit seminar proposals
- Provide finalized proposal information to the Program Coordinator
- Work together with the Preview Coordinator(s)
- Provide a representative to be present at the seminar lottery
- Offer moderator training
- Maintain handbook for FCLIR Moderators
- Maintain handbook for seminar and workshop participants

Communications Committee

Responsibilities include:

- Create, distribute and update print and virtual communications related to the recruitment and retention of FCLIR members
- Promote an awareness of FCLIR as an organization, and specific programs offered by the organization that are open to the public
- Submit any public-facing materials to FCI for review, allowing two business days for response
- Arrange in-person programs for area senior centers, retirement communities, libraries, and other organizations to build awareness of FCLIR
- Submit scheduled dates to the Program Coordinator for inclusion in the published calendar

- Oversee and recommend changes for the website
- Work together with the Preview Coordinator(s)

Initiatives and Activities Committee

Committee members may work independently, regularly sharing information with other members of the committee. The Committee will meet the week before the start of and at the end of each semester.

Responsibilities include:

- Coordinate and schedule FCLIR programs which may include Writing to Remember, Special Programs, social events, interest groups, and Winter and Summer Programs as well as others suggested by LIR members
- Submit scheduled dates to Council and the Program Coordinator for inclusion in the published calendar
- Work together with the Preview Coordinator(s)

SECTION IV: FCLIR OFFICE

Program Coordinator Description:

The Five College Learning in Retirement (FCLIR) Program Coordinator ensures smooth and effective delivery of this thriving membership-based program. As the program's sole paid staff member, the Program Coordinator serves as a thought-partner with FCLIR leadership, working in close collaboration with FCLIR's co-chairs, Council, and other committees to execute key initiatives while serving as a central point of contact and managing day-to-day functions.

Primary functions include coordinating seminar and program offerings in conjunction with relevant committees; providing administrative and logistical support for FCLIR events; managing registration processes; maintaining membership data; tracking income and expenses; maintaining the website; and creating, compiling, and distributing communications. These critical functions require the Program Coordinator to be an excellent communicator skilled at deploying technology efficiently and juggling multiple tasks and timelines simultaneously.

The Program Coordinator works, day to day, under the supervision of FCLIR's designated primary contact and reports to the Director of Development and Sponsored Programs at Five Colleges, Incorporated (FCI).

Duties:

- Serve as a thought-partner to FCLIR leadership
- With Council guidance, work with FCI IT and other appropriate partners to integrate and optimize technology to:
 - Implement efficient processes for registration, enrollment, directory creation, participation tracking, etc
 - Maintain the member database and email distribution lists
 - Create online forms
- Develop and regularly update FCLIR's administrative guidebook
- Coordinate communications:
 - Respond to inquiries or, when necessary, refer inquiries to the appropriate person
 - Draft and assemble content for print and electronic publications, such as the weekly Bulletin, and distribute to the FCLIR membership
 - Develop and maintain content for the FCLIR website, including the calendar, seminar and workshop schedules, and other event information supplied by FCLIR committees
 - Distribute the member directory twice a year

- Attend regularly-scheduled meetings of the FCLIR Council, and other meetings as requested
- Follow up on action items from meetings
- Maintain an accurate record of income and expenses; work with FCI's treasurer and FCLIR's treasurer to ensure that FCLIR invoices are approved and paid promptly.
- Perform all administrative and logistical actions necessary to produce the FCLIR seminar program and to support events, such as the semi-annual Preview:
 - With representatives of the Curriculum Committee and Council, administer the lottery process used to assign participants to oversubscribed seminars
 - Create a record of registrants and distribute enrollment lists to moderators and participants
 - Schedule seminars and workshops; assign venues for in-person or hybrid sessions
 - Research and identify suitable venues based on Council-provided criteria; review contracts and seek approval from appropriate parties to reserve venues
 - Prepare printed materials and signage as requested
 - Support members in organizing events
 - Be onsite for all seminars and workshops conducted at the Five College Library Annex
- In collaboration with the Communications Committee, develop and execute member recruitment strategies.
- Maintain digital and print files securely; adhere to FCI's records retention policy.
- Maintain archives under the guidance of the FCLIR Council-appointed archivist.
- Order budgeted supplies and equipment; oversee storage and security of equipment.
- Ensure program compliance with FCI standards, as well as government and other regulations.
- Hold regular office hours.
- Perform other related duties as assigned.

SECTION V: GENERAL FCLIR POLICIES

Exchange of Ideas and Materials:

- FCLIR has a Diversity Policy that addresses the beliefs of the organization regarding relationships.
- FCLIR expects that seminar discussions and materials of deeply held views should take place in an atmosphere of mutual respect and civil discourse.
- FCLIR seminars and workshops may not be used as vehicles or requests for political or social actions.

Membership, Dues and Donations:

- The membership year is May 1 to April 30.
- Membership dues are set annually after being proposed in the Annual Budget and voted by Council.
- Refunds require approval by the FCLIR Co-Chairs.
- Membership dues must be paid for the upcoming semester for the individual's seminar registration to be processed.
- Full members may participate in any FCLIR programs:
 - participate in seminars and workshops
 - attend social events
 - receive all publications
 - join a committee
 - receive a membership card which provides borrowing privileges at the libraries of the five colleges and free transportation on the PVRTA from one college to another
 - vote in annual elections

Associate members have all the privileges listed above with the exception of participating in seminars and workshops. The Associate membership dues are therefore reduced.

Membership assistance is provided to members who request financial assistance. The Membership Assistance Fund is maintained by donations. Donations to FCLIR are tax-deductible.

Calendar:

- No FCLIR programs and activities shall be scheduled in conflict with high holy days or other days that shall be determined by the Council at the June organizational meeting.
- Thursday afternoons have traditionally been reserved for governance meetings.

Guests in a Seminar:

Guests may observe individual sessions of seminars or workshops if approved by the moderator and presenter prior to the session.

Member Photographs:

- Photographs of three or fewer members, or of members identified by name, will not be published on the website without the permission of the members in the photographs. It is the responsibility of the person submitting the photograph for publication to obtain such permission.
- Photographs of larger groups of people who are not identified by name may be published without the permission of the individuals in the photograph.

Members who do not want to appear in any photographs whatsoever should avoid being photographed and make their wishes clear to the photographer.

Member Personal Information on the FCLIR Website:

Email addresses and telephone numbers of members will not be published on the website.

Requests from Outside Organizations:

It is important for FCLIR to participate in and cooperate with other community organizations; requests for collaboration should be approved by Council.

To protect the privacy of its members, FCLIR does not make its membership list available to any outside organizations or individuals under any circumstances. The Council will review and approve any requests from outside organizations to reach membership through FCLIR communications.

Documents publicly available on the FCLIR website:

- FCLIR Diversity and Equity Statement
- FCLIR Bylaws (June 2026)
- FCLIR Operations Manual (May 2026)
- Handbook for FCLIR Moderators (2026)
- Handbook for FCLIR Participants (2018)

Council will be responsible for updating the Operations Manual at least annually.

Approved: May 14, 2026