

OLLI Shared Interest Group(s) Responsibilities of Facilitators

- Completes the application to establish a shared interest group (SIG) and participates in the interview/approval process of the application.
- At initial meeting(s), proposes the method of operation for the shared interest group; over time is open to modifying the operation to suit member preferences.
- At initial meeting, provides introductory content. Over time, as group comfort develops, will/may cede aspects of content to other members.
- At initial meeting provides group members with a template of group norms. Members may modify these norms in future to fit their unique model.
- Tracks membership and outlines attendance guidelines and communicates with staff to fill openings in the special interest group.
- Creates an environment that is conducive to the purposes of a Shared Interest Group (SIG)
- Ensures group norms and behaviors are respected.
- Works with the members to ensure the experience is fairly and inclusively explored
- Encourages the group take advantage of various learning opportunities
- Provides guidance for members to evolve as a cohesive group pursuing discussion and/or activities
- Facilitator will notify the SIG Committee chair and the OLLI Director of issues that have been resolved or for additional intervention or assistance with resolution.

March 2, 2020