

VOLUNTEER INTERESTS

Dear Sunrise Senior College Member,

Below is a list of areas, with their descriptions, in which there is a consistent need for help by members in order to keep SSC viable and functioning at optimum efficiency. The Board of Directors hopes that you will find an area in which you have an interest and can contribute your time and expertise. Seasonal member? Not to worry! This does not preclude your ability to contribute as a volunteer.

Please peruse the list below and place a check next to any area(s) in which you would like to volunteer. Please add your contact information at the bottom of the form and someone will contact you to thank you for your interest and let you know what comes next.

_____ **Membership Committee** – Responsible for processing all membership & course registrations for Spring, Fall and Summer sessions. Make certain all funds received are properly recorded with the University and with the Board’s treasurer.

_____ **Curriculum Committee** – Responsible for planning the curricula for Fall and Spring semesters. Work with instructors and class hosts to assure a seamless transition from concept to classroom Works collaboratively with Public Relations Committee to develop Fall & Spring schedule of classes.

_____ **Special Programs** – Responsible for planning “Summer Shorts,” “Winter Warm-Ups” and “Special Events” programming throughout the year.

_____ **Policy and Procedure** – Maintains and regularly updates the Sunrise Senior College Operations Manual, as required through actions taken by the Board.

_____ **Public Relations Committee** – Produce and mail class brochures, newsletters, announcements for special program events, press releases, organization of the annual meeting, website, emails and computer password updates and yearly photo history compilation.

_____ **Data Management Committee** – Responsible for creating and maintaining all databases for SSC. Additionally, the committee will maintain the SSC laptops in good working order and update programming as necessary.

_____ **Volunteer Committee** – The mission of this committee is to encourage participation of SSC members in the capacity of volunteer to help with running SSC and in maintaining high quality standards of excellence.

_____ **Volunteer to Teach a Semester Class: What?** _____

_____ **Volunteer to Teach a Summer Short: What?** _____

Name: _____ Phone: _____

Email: _____