

SLR SOCIETY FOR LEARNING IN RETIREMENT  
POLICY MANUAL  
APPROVED BY THE SLR BOARD 2017  
Revised August 2022

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## **INTRODUCTION**

SLR Society for Learning in Retirement evolved from its predecessor OILR (Okanagan Institute for Learning in Retirement). OILR offered its first seven courses for approximately one hundred members in September 1995 at its base in a portable classroom at Okanagan College.

In order to be able to issue tax receipts for donations and to clarify some problems in the constitution, a new organization had to be created and we became SLR Society for Learning in Retirement in 2003. At about the same time we moved into the Martin Centre in partnership with the Okanagan Boys and Girls Club. This has become our permanent home although some courses are presented in various community facilities such as retirement residences.

From the beginning, SLR and its predecessor organization OILR were guided by a vision of an organization working closely with its members to meet their educational needs. The educational activities provided have been led by volunteers, almost all of whom are retired. This form of peer teaching has been carried out through cooperation between leaders and learners resulting in an emphasis on peer learning. The programs offered reflect the interests of the volunteer leaders as well as the needs of the voluntary learners. These basic elements have worked well in the past and will continue to be central features of SLR's programs in the future.

## **MISSION**

The mission of the SLR Society for Learning in Retirement is meeting the educational needs of retired persons for the mutual benefit of the participants, volunteer leaders, and the broader community.

## **PURPOSES**

The purposes of SLR as stipulated in the society's constitution are as follows:

1. To educate and meet the educational needs of retired persons.
2. To offer, administer and conduct classes for retired persons.
3. To promote the benefits of continuous learning to retired persons.
4. To enhance the health, physical and mental well-being and quality of life of retired persons through continuous learning;
5. To receive gifts, bequests, funds and property, and to hold, invest, administer and distribute funds and property for the purposes of the Society, for such other organizations as are "qualified donees" under the provisions of the Income Tax Act of Canada, as amended (the "Income Tax Act") and for such other purposes and activities as are authorized for registered charities under the provisions of the Income Tax Act; and
6. To do all such other things as are incidental and ancillary to the attainment of the foregoing purposes and the exercise of the powers of the Society.

## **PRINCIPLES AND VALUES**

1. Learning is of benefit to the individual and to society throughout the lifespan, as much or more so in retirement as in other phases of life.
2. Learning in retirement promotes intellectual, physical, emotional, and social well-being, and enables the pursuit of intellectual interests which for some may be long neglected.
3. Learning takes place best in a friendly, sociable, and comfortable environment.
4. Learning has value, and retirees are willing to pay for it, but costs must be kept as low as possible because of the diminished financial circumstances of many people.
5. Group leaders and Board members will not be paid for their time, but their out-of-pocket expenses may be reimbursed in keeping with Board policies.
6. Learning activities must be responsive to the needs and interests of participants both in terms of content as well as in educational processes.
7. The experience and expertise of retirees are valuable resources in the learning process both for group leaders and participants. Peer teaching and peer learning are therefore fundamental to the Society.
8. The educational process for retirees should combine minimum structure and formality with maximum flexibility and participation.
9. Active participation by all those associated with the organization is encouraged, from managing its affairs through planning its programs to carrying out the learning experiences.
10. Learning in retirement is of benefit to communities as well as individuals, consequently educational collaborations and partnerships with other organizations are commitments to community betterment as well as to individual growth.

## **MEMBERSHIP**

1. Any person who is retired or semi-retired, regardless of age, apply to become a member of SLR Society for Learning in Retirement.
2. The membership of SLR should be broadly-based, and everyone who registers for its program offerings will become a member.
3. Membership fees will be determined by the members at annual general meetings and are currently set at \$25 per membership year. They are payable the first time a person registers for a course during the membership year.
4. The membership year is from the term (Fall, Winter or Spring) of registration for twelve months.
5. A person may become or continue as a member without registering for a course.
6. Membership fees will be kept as low as possible.
7. Membership fees are non-refundable and non-transferable.
8. A membership lapses if a member does not pay the annual membership fee twelve months after the last payment.
9. A lapsed member may re-apply for membership in any subsequent membership year.
10. Applications for membership will be considered by the Board of Directors at its monthly meetings.
11. The Board may appoint Honourary Members of the Society “for exceptional work and effort for and on behalf of the Society and in furtherance of the purposes of the Society.” (Bylaw 2.9)

12. Any member of the Society may nominate another member to become an Honorary Member. These nominations must be in writing and give reasons for the nomination and should be addressed to the Board.
13. The Board will consider nominations for Honorary membership at a monthly meeting.
14. Honorary members may attend and vote at general meetings but are not required to pay membership dues.

## **PROGRAMS**

1. The process of program development will be led by a Program Committee which will work closely with other members and directors of the Society.
2. Programs offered by SLR will reflect a broad range of educational needs and learning interests of members and potential members and not be limited to a narrow range of topics and subject areas. Suggestions for courses will be sought from a variety of sources.
3. Formats used to translate learning needs into educational activities may include a range of alternatives such as study groups, lectures and lecture series, field trips, workshops, seminars and others.
4. The selection of formats will be determined by a number of factors such as the nature of the subject matter and learning objectives, the experiences and interests of the participants and the background and capabilities of the group leaders, community partners, and college and university guest speakers.
5. Course length may vary widely depending on the desired coverage of the subject matter, types of learning processes used, and willingness and availability of the potential group leaders and participants.
6. Courses offered by SLR will not espouse a single political, religious or commercial interest to the exclusion of others. Any courses offered in these fields will include a diversity of interests, opinions and information.
7. Courses may not be used as a forum for proselytizing particular views or marketing specific products.
8. The Program Committee Chairperson reports to the Board and is responsible for establishing and maintaining a Program Committee. The role and responsibilities of the Chairperson are detailed in the Appendix.
9. The Program Committee will review all suggestions for study groups and proceed to develop those that look to be promising in terms of furthering the mission, values, and principles of SLR.
10. The Program Committee should be satisfied that a potential group leader has or can readily obtain the requisite background of knowledge and skills to lead the proposed study group.
11. All courses will have a designated Study Group Leader who is an SLR member or a Study Group Coordinator in cases where an invited guest speaker is presenting the subject.
12. Any course involving field trips or other activities that might put the participants at any risk beyond what is normally incurred in a classroom situation will require the participants to sign a SLR waiver, "Release of Liability and Assumption of Risk Agreement."

## **PROGRAM ADMINISTRATION**

### **A. COURSE FEES**

1. Fees for all courses, including one and two session events, are \$10 plus \$1.00 per contact hour.
2. Fees for courses offered in conjunction with community partners, including those courses requiring bus transportation or those requiring an outside, non-member resource person, may be higher than noted above to cover additional costs charged by those partners.
3. Course fees are payable at the time of registration, and a registration is not complete until all fees (including membership fees, if applicable) are paid.
4. Study Group Leaders, Co-Leaders and Study Group Coordinators are not required to pay course fees for those courses in which they serve in that capacity.

### **B. GROUP SIZE**

5. The minimum group size will be determined by the Study Group Leader in consultation with the Program Committee Chairperson.
6. The Program Committee Chairperson will ensure that there is a clear understanding with the Study Group Leader regarding the minimum and maximum number of participants for a course before the course is opened for registration. Once the minimum number is reached, it is understood that the program will run.
7. All course descriptions will include the minimum and maximum group size, depending on the size of the room and the requirements of the group learning process. As a rule of thumb, SLR Room A accommodates a maximum of 20 registrants and Room B accommodates a maximum of 30 in reasonable comfort. The maximum group size at outside locations depends on the size of the designated room.
8. The group size for computer courses may be limited by the availability of computer hardware and software, or by limits set by the SGL.

### **C. COURSE CANCELLATIONS**

9. The decision to cancel a course will be made by the Program Committee Chairperson in consultation with the Study Group Leader and the Registrar.
10. Courses will usually be cancelled if they fail to meet the minimum number of participants noted above.
11. The Registrar will ensure that everyone who has registered for a cancelled course is notified of its cancellation.

### **D. REFUNDS**

12. Course registrants may claim and receive a full refund of course fees, in the form of credit towards a future course. The refund can occur any time up to the day prior to the start of the course.
13. A full refund of course fees will be made if SLR cancels a program.
14. Course fee refund credit will be issued by the Registrar.
15. Persons who have registered for a cancelled course may apply the course fee to another course in the same semester or receive a credit for future use.

### **E. STUDY GROUP LEADER EXPENSES**

17. Study Group Leaders will receive an expense allowance for each course in the amount of 1 session -\$25, 2 - \$30, 3 - \$35, 4 - \$40, 5 - \$45, 6 - \$50, 7 - \$55, 8 - \$60, 9- \$65, 10 - \$70.
18. There will be only one expense allowance per course and its disbursement, if there is a Co-leader, will be determined by the Study Group Leader.

## STUDY GROUPS

1. Learning takes place best in a friendly, sociable, and comfortable environment that is free from threat. Harassment of or by any group leader or participant in any form is unacceptable.
2. Group members should respect the views and opinions of all other members, listening attentively and without interruption while other opinions are being expressed.
3. Learning activities must be responsive to the needs and interests of participants both in terms of content as well as in educational processes.
4. Group leaders should ensure that participants have equitable opportunities to participate in group discussions and that no individual dominates the discussion to the detriment of others.
5. Everyone in a group should be treated, and should treat others, with dignity, courtesy, and respect. Participation should be guided by consideration of its impact on other group members and should be aimed at helping everyone to learn.
6. As experiences and expertise of retirees are valuable resources in the learning process, peer teaching and peer learning are fundamental to the majority of educational activities conducted by SLR.
7. The Study Group Leader's primary role is to develop and foster an effective learning process for everyone in the group.
8. Group leaders have the authority to take appropriate measures to ensure that the learning process can proceed without undue disruption.
9. If a participant appears to be in breach of the principles or guidelines noted above, the Study Group Leader will first attempt to counsel the member towards more appropriate behavior.
10. The Study Group Leader has the authority to require that a participant withdraw from a course based on more than one violation of the principles or guidelines noted above. A full refund of course fees will be made if a participant is required to withdraw.
11. A participant who has concerns about how a course is being led may communicate those concerns, preferably in writing, to the Program Committee Chairperson who will investigate and propose appropriate remedial steps.
12. The Board may, by resolution under Bylaw 2.7.e, remove a person from membership in the Society if SLR principles or guidelines are violated on more than one occasion. The President will chair an ad hoc committee consisting of three directors (including the President,) to consider any such action and to make a recommendation to the Board.

## FINANCIAL

### A. FUNDRAISING

1. SLR will encourage charitable gift giving to support its basic mission of meeting the educational needs of retired persons. The wishes of contributors and donors in designating how contributions will be used will be honored by the Society as long as those purposes are in keeping with the Society's principles and values and are agreed to by the Board.
2. All fundraising activities will be undertaken with dignity and with respect for those who are being asked to contribute to the Society and in keeping with SLR principles and values.
3. Fundraising activities are the responsibility of the Board of Directors within the framework established by the Society's bylaws. Such activities must be approved by the Board.
4. The Board may establish separate funds to facilitate the dedication of gifts and donations for specific purposes as indicated in the SLR Bylaws.
5. The Board may establish a Fundraising Committee as required with members to be appointed by the President in consultation with the Board. This committee will report to the Board through its chairperson.
6. SLR will welcome consideration for bequests (one-time) and legacies (ongoing) as members and others plan their estates.
7. Donors to the Society will be issued with official receipts for income tax purposes according to the regulations of Canada Revenue Agency, and SLR will abide by their regulations and guidelines in receiving and reporting donations.
8. The SLR Treasurer will maintain all financial records pertaining to donations and will report periodically to the Board regarding donations received.

### B. EXPENDITURES

9. The Board will review and approve initial spending authorities and any revisions to them.
10. Expenditures of SLR funds must be approved by the appropriate budget authority prior to the expenditures taking place.
11. There will be a separation of authorities between those who may order goods and services on behalf of SLR and those who pay for them, so at least two different approvals are required for all payments.
12. The authority to order goods and services for SLR is as follows:
  - a. Committee chairpersons--up to \$200 per transaction for items that are within their budget area.
  - b. President or Vice-President (in the President's absence)--up to \$2,000 per transaction on items that are outside the budget area of committee chairpersons or that are between \$200 and \$2,000 and are within a committee chairperson's budget area.
  - c. Board--all transactions over \$2,000.
13. Once goods and services are received, the person who authorized their purchase certifies that they have been received by writing "Received on (date) by (name)" on the invoice or receipt and forwards the document to the Treasurer for payment.
14. If there is a time difference between when goods or services are ordered and the time they are received, the person authorizing the purchase will inform the Treasurer of the order so that the funds may be committed and cannot be spent for another purpose.
15. Persons with the authority to order goods and services may pay for them out of their own funds and then seek reimbursement. Before making the purchase, the signature of the President (or Vice-President in the President's absence) or another committee chairperson should be obtained on an Expense Report form.

16. The Treasurer is responsible for initiating payments on behalf of SLR for goods and services that have been appropriately ordered and invoiced, or that have been paid for as indicated in the preceding guidelines.
17. The Treasurer will confirm that the person ordering goods and services did indeed have the authority to do so, checks that the invoice is properly priced and that appropriate discounts are given, and then pays the invoice.
18. All cheques must be signed by two of the four signing officers of the Society.
19. The Registrar has the authority for approving course fee refunds for payment by the Treasurer.

#### BUDGET DEVELOPMENT

20. The educational programs presented by SLR will be the key factor steering the preparation of the organization's initial and revised annual budgets.
21. A Budget Committee chaired by the President and comprised of the President, Vice-President, Treasurer, and Program Chairperson and others as desired by the President will prepare an annual budget for submission to the Board of Directors for approval no later than the January meeting of the fiscal year. Any revisions to the total budget must be approved by the Board prior to implementation, but transfers from line to line within the budget may be approved by the Budget Committee.
22. The Budget Committee will seek input from committees with designated responsibilities (eg. Facilities, Social, Public Relations, Programs, Fundraising etc.) and individuals who have designated roles (eg. Librarian, Archivist, Registrar, Webmaster) prior to developing the proposed annual budget and when revisions appear to be warranted.
23. The SLR Board of Directors is the authorizing body for the annual budget and for any revisions to the budget during the fiscal year.
24. Normally the initial consultations and budget preparations will take place during November for the following year.
25. As participation in SLR learning activities may vary widely from semester to semester, the annual budget will be reviewed at least three times per year (eg. February, April, November) and may be revised from time to time in keeping with fluctuating activity levels.



## **WEBSITE**

1. The SLR Board will appoint a Webmaster who will possess, or identify when needed, appropriate technical expertise to assist in website development and maintenance.
2. The Webmaster will report to the Board through the President if the Webmaster is not a Board member.
3. Expenditures on website development must be pre-approved by the Board.
4. The primary purposes of the web site are to provide:
  - a. Information about the programs offered by SLR
  - b. Basic information about SLR
  - c. A list of the Directors of the Society
  - e. Information about how and when to register for courses
  - f. Links to other lifelong learning resources
  - g. Information about any other events being hosted by SLR
4. New content and changes to the existing content of the website must be recommended by the Webmaster and approved by the President. This applies to the home page and first level of content beneath the home page.
5. The President may request removal from the website of any content that is deemed offensive or objectionable, or is not in keeping with SLR principles and values.

## **PLANNING THE SLR ANNUAL GENERAL MEETING**

### **SEPTEMBER**

1. Set date for the AGM to be held before the end of March every year. This makes it easier for the financial statements to be prepared. Book the Community Hall at Martin Centre.
2. Check terms of current Board members and see who is retiring and who needs to be re-elected. (See Director spreadsheet.)
3. Look for possible new Board members.

### **DECEMBER**

4. Place notice in the newsletter asking for volunteers for Board.

### **JANUARY**

5. Set the agenda, possibly including a performance by a group such as GeriActors or Merry Pipers.
6. Assign jobs for the day:
  - Facilities Committee to set up with chairs and microphone, tables for sign-in, display table for albums and collection of newsletters, and refreshment tables.
  - Social Committee to do refreshments
  - Registrar to set up membership list and sign-in for proxies
  - Board Secretary to prepare the agenda in consultation with the President, make copies of the agenda and last year's minutes, and prepare copies of the proxy form to be made available at the office and from Study Group Leaders
  - Reminder notice of the AGM to be distributed by email.

## **APPENDIX: ROLES AND RESPONSIBILITIES**

### **President**

- Reports to the Board and Chairs meetings of the Board and General Meetings
- Serves as the Chief Executive Officer of the Society
- Arranges for representation of the Society on external bodies
- Has direct responsibility for the following functions: long-range planning, fundraising, public relations, contracts with other bodies, policy development Writes annual report for the AGM and presidents message for the newsletter
- Meets with the Okanagan Boys and Girls club, along with the Vice President
- Serves as one of the bank signing officers of the Society  
In cooperation with the Treasurer and others as required:
  - Reviews estimates of membership numbers and finances for up to five years in advance
  - Leads the Board's preparation and review of the statement of guiding principles, long-range vision, performance indicators, and other philosophical and planning documents
  - Leads the Board's work in strategic planning including assessing strengths, weaknesses, opportunities, and threats; establishing long-term goals; and developing action plans and priorities to achieve its goals
  - Prepares the Society's business plans in cooperation with the Treasurer, Registrar, and others
  - Appoints committees and committee chairpersons

### **Vice-President**

- Reports to the Board and assumes the duties of the President in the President's absence or temporary incapacity
- With the President, attends meetings with the Okanagan Boys and Girls Club
- Serves as one of the bank signing officers of the Society

### **Treasurer**

- Reports to the Board
- Makes necessary arrangements for:
  - The keeping of such financial records, including books of account, as are necessary to comply with the Society Act, and
  - The rendering of financial statements to the directors, members, and others when required
- Prepares and monitors annual and monthly budgets with input from other officers and chairpersons
- Establishes bank and investment accounts on behalf of the Society
- Carries out the following with the assistance of office staff:
  - Receives and deposits all revenues
  - Issues cheques for Society expenses with the authorization of the approving authorities as designated by the board
  - Issues official income tax receipts

- Recommends to the Board a person to review the Society's financial records at the end of each fiscal year
- Provides liaison between the Society and the person appointed to review its financial records
- Prepares and submits the Society's annual report to the Canada Revenue Agency Ensures that the Society's Insurance policy is in place.
- Provides input to the fundraising chairperson and participates in the application of gaming grants, or any other grants that may be applicable.
- Serves as one of the bank signing officers of the Society.
- The assistant of the treasurer will serve as the fourth signing officer

### **Secretary**

- Reports to the Board
- Makes the necessary arrangements for:
  - Issuance of notices of meetings of the Board and AGM,
  - Keeping of minutes of all meetings of the Board,
  - Custody of all records and documents of the Society except those required to be kept by the Treasurer,
  - Maintenance of the register of directors,
  - Dealing with external and internal correspondence of the Society, and
  - Preparing the package of materials for the AGM
- Obtains and arranges for organization and preservation of historical documents
- Arranges for displays of archival materials at appropriate times and places, in co-operation with the archivist
- Prepares annual calendar of events with the Program Chair
- Sends approved minutes to the members via Mailchimp
- Sends board approved calendar of events, updated list of directors and lists of committee members to webmaster and office manager
- Ensures that approved AGM minutes are sent to the webmaster
- Serves as one of the bank signing officers of the Society

### **Registrar**

- Reports to the Board
- Authorizes non-routine fee refunds for payment by the office manager
- Ensures that arrangements are made with the volunteer chair for all registration activities
- Reports information about registrations to the Board
- Supervises the office manager on matters related to registration
- Responsible for the management and security of the performance of the SLR database system, including any recommended changes, with the assistance of the office manager:
- Receives a list of proposed courses for the upcoming semester from the Program Chairperson
- Ensures that labels for brochure and other mailings are produced from the registration database
- Ensures handbook is updated as needed and distributed at SGL meeting

- Reviews and updates registration form and ensures it is put in the newsletter and sent to the Webmaster

### **Office Manager (paid position)**

- Reports to the
- Keeps a record of program changes, cancellations, and complaints
- Prepares and distributes contact lists of program participants, along with receipts and membership cards of mailed-in registrations
- Retains program registration forms until the end of the next semester
- Receives and accepts membership and program registration forms
- Prepares receipts for memberships and program registrations and delivers them to Study Group Leaders and Coordinators for distribution
- Reconciles membership and program registration information with related revenues and forwards revenues to the Treasurer
- Monitors voice mail and postal mail and responds to or forwards inquiries as appropriate
- Advises Study Group Leaders when programs are full, and requests direction from the Registrar and Program Chairperson regarding the disposition of additional registration requests.
- Ensures that members are advised when their program registration requests cannot be fulfilled
- Purchases and maintains office and teaching supplies
- Liaises with Registrar and Program Chairperson as needed
- Liaises with Registrar on office, member, and registration-related matters
- Maintains prepayment of UPS photocopying
- Prepares the newsletter for publication in cooperation with the Programs Chairperson
- Ensures that the newsletter is sent to the webmaster

### **Program Chairperson**

- Reports to the Board
- Solicits ideas and proposals for learning activities from Board members, study group leaders, members, and others
- Identifies and confirms arrangements with Study Group Leaders for their courses, including course descriptions
- Drafts calendar of events and sends to Secretary for finalizing and board approval in September
- Prepares a program schedule including dates, times, and room assignments
- Prepares course descriptions for publication, including title, course number, group leader, location, scheduling, and content of the program
- Conveys the list of proposed courses for the upcoming semester to the Registrar
- Convenes informational meetings with, and provides informational packages to, Study Group Leaders prior to the start of each semester, in cooperation with the Office Manager
- Maintains liaison with Study Group Leaders and the Office Manager throughout the term
- Maintains updated files and lists of course suggestions, proposals, offerings, Study Group Leaders and Study Group Coordinators

- In consultation with the Registrar, Office Manager and group leaders, decides when to cancel courses, add sessions to a course, or to add new courses outside of the regular schedule
- Makes sure that a Study Group Coordinator is in place for guest speakers who are not members
- Books uses of the community hall with the Boys and Girls Club for special events

### **Facilities Chairperson**

- Reports to the Board
- In cooperation with the Program Chairperson, ensures that classrooms and other facilities are appropriately furnished and equipped
- Arranges purchases of all classroom and office electronic equipment and furniture as required within approved budgets
- Manages and maintains electronic equipment in the office and classrooms and/or supervises those who do
- Provides operational liaison with the owners of any facilities rented or leased by the Society
- Books appropriate rooms in consultation with the Program Chairperson and the designated representatives of the Okanagan Boys and Girls Clubs
- Maintains the door locks and provides codes for the office and lounge doors.

### **Community Relations and Fundraising Chairperson**

- Reports to the board
- Works with the newsletter publisher in the distribution of newsletters
- Develops and implements plans for advertising and publicity of the Society's programs and the Society itself.
- Responsible for the determination and preparation of grant application
- Seeks and oversees corporate sponsors for donations and membership incentives.
- Initiates and leads fundraising drives and events.
- Promotes and raises awareness of SLR's learning programs in the community.
- Establishes and maintains liaison with local media outlets
- Plans, publishes, and distributes brochures, flyers, posters, and other informational media.

### **Social Committee Chairperson**

- Reports to the Board and sends list of committee members to the Secretary
- Makes arrangements for the annual luncheon, including venue, catering, and decorations
- Makes arrangements for Study Group Leader luncheons and orientation meetings as advised by Program Chairperson
- Arranges for beverage and related supplies for use during programs
- Arranges other social events for members as desired and appropriate

### **Volunteer Coordinator Chairperson**

- Reports to the Board
- Maintains a record of volunteers and sends lists to Secretary
- Sets up and organizes volunteer schedule for registration
- Contacts and organizes volunteers for various other SLR events

### **Webmaster**

- Reports to the Board
- Ensures that current and accurate information is uploaded to the website
- Ensures that there is a competent person to maintain the technical aspects of the Society's website

### **Mailchimp Publisher**

- The Board will appoint someone to produce and publish communications to the membership by email; MailChimp is currently the vehicle for that.
- The MailChimp Publisher will report to the Board through the President if the publisher is not a Board member.
- The MailChimp Publisher will maintain an up-to-date list of member email addresses to be provided by the Office Manager
- The Publisher will receive input from Board members and committee chairpersons regarding items for distribution
- The Publisher will obtain approval by the President, or by the Vice-President in the President's absence, of all such emails prior to general distribution to members.
- The Publisher may train the Board Secretary in the use of MailChimp, and will support him or her in distributing approved Board min

### **UBCO and OC Appointed Representatives**

- Provide advice and support as needed and appropriate
- Serves as an ambassador for SLR in the community and their own organizations
- Encourages their faculty colleagues to serve as presenters in SLR programs when appropriate

### **Task Force Chairpersons**

- From time to time the Board may establish task forces to study and report on particular issues of concern to the Society. Chairpersons of such task forces will normally report to the Board.

### **Office Accountant**

- Receives, records and deposits all incoming cheques.
- Prepares and issues all cheques for payment
- Prepares monthly statements for the board
- Works with Treasurer and Office Manager as needed

**Librarian**

- Keeps track of and itemizes the library books
- Reviews donated books for suitability
- Maintains the lists posted for borrowed books

**Archivist**

- Maintains the Society's photo and press clipping albums
- Takes or arranges for photographs to be taken at relevant times
- Co-operates with the Secretary in the display of albums at suitable events