



EDMONDS COLLEGE

CREATIVE RETIREMENT
INSTITUTE (CRI)

BACKGROUND INFO FOR CRI VOLUNTEERS

Welcome to CRI

Thank you for being a CRI community partner! This shows that you not only love to enjoy the benefits of CRI, but also that you are interested in the health and well-being of CRI. Our stated mission is to provide quality, affordable, educational opportunities for adults in a supportive environment. Our Board and Committee members work hard to be sure we do that.

Please help by contributing your ideas, time, talents, and your social support in our classrooms. One very important way to contribute, and to enhance your CRI experience, is by joining a CRI committee. Thanks for being an active part of this great organization. We hope this background information will give you a starting point for finding your place in it.

DEFINITIONS AND PURPOSE

The CRI Program. The Creative Retirement Institute is an Edmonds College (EC) lifelong learning program (hereafter referred to as “CRI” or “the Program”) founded and operated by community volunteers to “*offer the excitement of ideas to intellectually curious people in an environment that provides companionship and encourages friendships.*”¹ This led to the current CRI mission “*to provide affordable, quality lifelong learning opportunities to adults in a supportive environment.*”² The program also supports EC’s community service and adult education obligations under RCW 28B.50.020³.

¹ [CRI marks 20 years of loving to learn By John Nadeau](#)

² [From CRI Mission statement on the About page of CRI’s website.](#)

³ RCW = Revised Code of Washington. In accordance with RCW 28B.50.020, Edmonds College offers “community services of an educational, cultural, and recreational nature; and adult education.”

The CRI Community Partners. The CRI Community Partners (hereafter referred to as the CCP) is an informal organization of volunteers dedicated to the vision of the original CRI founders (as defined above) and who perform essential services (e.g. planning, curriculum development, budget, outreach, classroom support) that make the Program possible. Specific objectives of the CCP include (a) operating the Program in partnership with Edmonds College consistent with CRI's founding mission and EC rules, (b) ensuring that the CCP's volunteer staff is continually refreshed, (c) representing its volunteers in policy discussions affecting the Program, and (d) being a trusted partner with EC in the evolution and administration of the Program. The CCP operates the Program through various self-perpetuating committees and Board of Directors selected from the corps of volunteers.

Relationship between EC and CCP. The college has ultimate responsibility for the CRI program, and thus must maintain oversight over CRI Community Partners activities that may affect the reputation of the program or the college. The CCP operates the Program under delegated authority from the college, working collaboratively with the CRI Program Manager⁴. A Memorandum Of Understanding outlines the responsibilities and authority of each party.

CRI Committee Roles and Responsibilities

CCP BOARD OF DIRECTORS (usually referred to as “the CRI Board”)

The CRI Board is composed of nine elected members plus the following ex-officio members: the Immediate past Board Chair, the Chair (or one Co-Chair) of each standing committee, and the CRI Program Manager. The officers of the CCP include a Chair, Vice Chair, and Secretary, elected from and by the voting members of the CRI Board.

Responsibilities. The CRI Board is responsible for:

- a. Representing the CCP volunteers in policy discussions with EC leadership and staff;
- b. Providing advice to EC leadership on policies and procedures relating to lifelong learning, particularly as it applies to seniors;
- c. Providing oversight and decision authority for jointly agreed upon program areas, including curriculum development, class support, community building, and budget co-management;

⁴ The CRI Program Manager is an employee of EC dedicated to day-to-day administration of the Program.

d. Ensuring that student feedback is solicited and that the Program is aligned with evolving student needs; and

e. Adopting the policies and procedures, including the CCP Bylaws and Standing Rules, joint program oversight guidelines, and mutual understandings with EC.

Executive Committee. The Executive Committee of the Board is composed of the Board officers plus the Chair of the Finance Committee. The Executive Committee sets the agenda for Board meetings and acts on behalf of the Board between meetings

CRI Standing Committees

Curriculum

Role: To develop college-level academic classes open to all regardless of previous educational background. To present a diverse slate of courses each term.

Responsibilities:

- Determine what classes will be offered by reviewing suggestions, recruiting instructors and reviewing all proposals submitted.
- Contact instructors to secure completed course adoption forms.
- Prepare a schedule after final course approvals and confirm the dates and times with all instructors.
- Edit the course adoption forms and proof copies of all assembled material for the brochure.
- Recommend appropriate action whenever enrollments indicate that a course cancellation or repetition may be advisable.
- Review all course evaluations, share results with instructors, and use evaluations to help determine future classes.
- Gather and assess current and changing interests of class participants to build the curriculum.
- Track and submit committee members' volunteer hours.

Finance

Role: To ensure the financial health of CRI.

Responsibilities:

- Prepare the CRI Annual Budget by working with the various committees and the program staff to determine needs and expected costs, and then developing a plan to generate sufficient revenue from charges and fees.
- Track financial performance versus budget, by monitoring expenses and revenue on a monthly basis, in order to make timely recommendations for changes to the CRI Board is required.
- Evaluate proposals for changes in charges and fees and make recommendations to the CRI Board.
- Respond to requests from the Executive Committee or CRI Board concerning financial matters and policies.
- Track and submit committee members' volunteer hours monthly.

Outreach

Marketing Sub-Committee

Role: Promote and market CRI.

Responsibilities:

- Create marketing plan.
- Manage allocated advertising budget.
- Create and place articles and ads. Work with the CRI Program Manager on the process and approval.
- Identify and arrange for public speaking appearances.
- Distribute brochures each quarter to appropriate locations.
- Staff tables at markets, community events, libraries, etc.
- Contribute marketing ideas for the CRI website.
- Publicize CRI classes on social media such as Facebook.
- Track and submit volunteer hours for all committee members monthly.

Events Sub-Committee

Role: To plan and oversee CRI social, outreach, and informational events.

Responsibilities:

- Work with the CRI Program Manager on ordering food, beverages, condiments, tableware, and decorations.
- Find a venue (if not at the College). Get CRI board approval, and work with the CRI Program Manager on contracting and payment.

- Assist in event promotion, e.g. writing press releases.
- Give input on program content.
- Set-up and clean-up with help from the CRI board.
- Arrange decorations.
- Greet members and guests, check off names, and dispense name tags.

Audio/Visual (A/V)

Role: To provide technical audio/visual support for instructors.

Responsibilities:

- Attend all sessions of the class for which the Audio/Visual committee member is assigned.
- Contact the instructor at least three weeks before the class begins. Introduce yourself and make whatever arrangements are necessary to prepare for the class. This may entail a meeting with the instructor prior to the beginning of the first session to test equipment, or online “dry runs”.
- Arrive at the online session or assigned classroom at least 30 minutes before class to assist the instructor with window configuration and screen sharing, and (for in-person classes) set up the needed equipment.
- Carefully pack and return all equipment to its correct storage location after class.
- Make notes of any improvements or additions to the instructions that would be helpful for use of the equipment and send them to the committee chair.
- Track and submit A/V volunteers’ hours monthly.

Classroom Support

NB: The Classroom Assistant role is expected to change as we plan for concurrent in-person and online (“hybrid”) classes.

Role: Arrange for class assistant volunteers for all in-person CRI classes.

Responsibilities:

- Recruit class assistants for each class offered.
- Prepare signs for each class.
- Fill out checklist for each class packet.
- Email each class assistant with thank you and checklist.
- Fill out evaluation forms for each class and copy for distribution to students enrolled in a class.

- Email each instructor with information regarding their class, including the name and contact information for the AV tech and class assistant assigned to their class.
- Create files for each class.
- Make up class packets for each class with door signs, rosters, evaluations, parking passes, name tents, checklist for class, checklist for packet, wifi password, instructor bios. Have ready at least one week before class begins.
- Provide training or support for new class assistants.
- Track and submit volunteer hours for classroom assistants and committee members.

Nomination

Role: Recruit candidates for various CCP volunteer positions.

Responsibilities:

- Inform the CRI community of opportunities to serve as CCP volunteers.
- Invite participation in specific CRI committees or on the CRI Board
- Develop a slate of candidates for Board and Officer elections.
- Connect those interested in volunteering with appropriate committees.