**CURRICULUM COMMITTEE PROCEDURES**

*All members of the Lifelong Learning Committee will serve on this committee*

The Curriculum Committee will:

* **Determine the fee structure for courses ($30.00/course) and facilitator stipend ($75.00/90 minute class)**
* **Invite and review proposals**, prioritize and balance course offerings
* Coordinate programs with **community partners** as appropriate
* Provide course descriptions and submit proposed courses to the Steering Committee for review
* Work with instructors and/or facilitators to complete course information forms
* Provide completed course information form to Senior Center staff to create brochure
* Recruit Room Monitors and/or **Co-Hosts** for each class
* Ensure class envelopes contain required documentation
* **Ensure that any problems with classes are reported by the Room Monitor to the Assistant Director. The Assistant Director will contact the Lifelong Learning Chair who will then determine the appropriate action.**

Eight Weeks Prior to Registration

* Finalize curriculum
* Develop brochure using "Course Information Form"

Six Weeks Prior to Registration

* Finalize/Proofread Brochure
* Submit to Printer
* Mail Brochure
* Provide a copy of the finalized brochure to L3 committee members and PR/Marketing committee members

Week After Registration

* Review class lists with Assistant Director
* Prepare envelopes for each class to contain: class lists, name tags, information for participants, Room Monitors/Co-Hosts etc.)

**GOVERNANCE COMMITTEE PROCEDURES**

Meet as needed to ensure that all policies and procedures are up to date and report to Steering Committee for approval.

**REGISTRATION COMMITTEE PROCEDURES**

The Steering Committee will determine the schedule for classes including registration dates and times.

The Registration Committee will:

* Assist the Assistant Director with the registration process as needed.
* Review the registration process with the Steering Committee to revise as necessary

**FACILITATOR MANAGEMENT COMMITTEE PROCEDURES**

* Representatives from the Steering Committee will meet with potential facilitators to discuss course content and outline. The course will then be discussed and voted on at the L3 meeting. **(Facilitator Interview Form)**
* The facilitator will complete the required CORI form with the COA Manager of Volunteers and the necessary documents with the Town of Duxbury Human Resource Manager. (**Town of Duxbury Job Description)**
* Once documentation is returned and CORI clearance is given, the facilitator will complete the final Course Information form including any required text **(Course Information Form)**
* The facilitator will meet with the Assistant Director to discuss room set up and technology needs
* Four to six weeks before registration, send all Lifelong Learning facilitators a welcome letter and copy of the course brochure. **(Welcome Letter)**

**PR/MARKETING COMMITTEE PROCEDURES**

The committee will assist the Media Manager to:

* Submit news releases to media contacts
* Use available social media, tagging other COA's, the Village at Duxbury, Duxbury Rural and Historical Society, Duxbury Art Association, and other Duxbury organizations
* Use COA website to post brochure and any other relevant information
* Use PACTV (which can be linked to other social media) to promote registration or other relevant information
* Conduct email campaign to L3 and Duxbury Senior Center participant lists
* Use Duxbury Senior Center Newsletter to promote registration and other relevant information

**ACCOUNTING/ADMINISTRATION COMMITTEE PROCEDURES**

Each month the Treasurer will:

* **Request L3 ledger sheet from Finance Manager to obtain a copy of the ledger sheet.**
* **Prepare monthly Financial Report.**
* **Review report with Steering Committee at monthly meeting**

The Committee will:

* Assist the Assistant Director and Finance Manager as needed during Registration

**EVALUATION COMMITTEE PROCEDURES**

* Review and modify evaluation form by mid-semester to update
* Make paper version of evaluation forms available with instructions for room monitors by the 2nd to last class for distribution to participants
* Request Assistant Director email participants with the link to Survey Monkey evaluation form
* Evaluation Reports will be emailed by the Director to Evaluation Committee members for analysis
* Evaluation Committee members will report analysis findings to Steering Committee
* Write a thank you note to each facilitator and include a copy of class evaluation
* **Contact facilitators for feedback about their teaching experience**