



Theme-Term Subcommittee Chair

Volunteer Description | Updated 9/2025

Objective

- Lead volunteer efforts to plan and implement an organization-wide theme term at OLLI at UNC Asheville.

Leadership/Operational Responsibilities

- Collaborate with OLLI staff to write a one-page brief of the theme term, including explanation of the theme and ideas/aspirations for related courses, events and programs. Write 1-2 related articles for the OLLI Observer e-newsletter as needed.
- Collaborate with OLLI staff to recruit 6-8 OLLI members to serve on theme-term subcommittee. Lead 2-4 organizational meetings to brainstorm, to develop action plans and to coordinate efforts. Report on subcommittee's progress at monthly CFS Committee meetings.
- Serve as an active [member of the subcommittee](#).
- Review instructor/presenter interest forms. Assign a subcommittee member to liaise with each instructor/presenter as needed.
- Meet with OLLI staff, CFS subject-area subcommittees, other OLLI groups and community partners to discuss courses, programs and events as needed.
- Moderate instructor/presenter planning meeting, theme-term member preview and theme-term community conversation. Provide information about the theme and theme-term subcommittee at these and other meetings as needed.
- Train incoming theme-term subcommittee chair as needed.

Qualifications

The theme-term subcommittee chair should have general expertise and/or deep interest in a wide range of topics related to the selected theme; reliable access to a computer and internet connection; and working knowledge of Zoom and Google online tools (e.g. Gmail, Docs, Drive) or the willingness to learn.

Time Commitment

Approximately 4-6 hours/month (includes [monthly CFS Committee meetings](#))

Length of Term

12-18 months