



PLATO Standing Committees: Responsibilities and Procedures

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I. Executive Committee

This Committee oversees the operations of PLATO. Its membership consists of the PLATO President, President-Elect, Secretary, Treasurer and Immediate Past President. It is responsible for:

1. Advising on Board agenda.
2. Authorizing expenditures subject to Board approval when deemed necessary by the Committee or the Board.
3. Implementing board decisions or overseeing their implementation by others.
4. Providing oversight for day-to-day operations of the organization
5. Planning of the annual member meeting.
6. Evaluating organizational needs and making recommendations to the Board.

Chair of the Executive Committee

The PLATO President, the chair of this committee, is responsible for:

1. Planning and conducting meetings.
2. Developing a working relationship with the leadership of PLATO Committees and informing the Executive Committee of issues and activities of the Committees.

3. Briefing the Executive Committee on proposed new initiatives, concerns, etc. affecting the organization.
4. Submitting committee meeting minutes to the PLATO Board and PLATO archivist.

(Approved December 16, 2014)

II. Curriculum and Facilities Committee

This committee is responsible for:

1. Planning, reviewing and scheduling an array of courses.
 - Identifying, recruiting and confirming course coordinators.
 - Locating and reserving suitable meeting rooms for courses.
 - Providing reports to the Board.
2. Supporting course coordinators.
 - Arranging training for members who desire instruction prior to assuming coordinator duties.
 - Soliciting feedback from course coordinators and implementing improvements.
 - Reserving the facility, hiring the caterer and organizing the program for the Fall Coordinators Luncheon.
3. Planning and leading the Fall and Spring Previews.
 - Collaborating with facility representatives and PLATO Special Events Committee members to reserve and arrange space, set Preview timelines and determine hospitality needs.
 - Planning Preview format with the Committee and communicating plans to coordinators and speakers.
 - Conducting program evaluation.
4. Participating in PLATO website design and maintenance.
 - Assisting with the posting of course descriptions.
 - Assisting with the implementation of Curriculum-related website features.
5. Other activities as may be assigned or as its members deem appropriate.

Chair or Co-chairs of Curriculum and Facilities Committee

The chair person(s) for this committee are responsible for:

1. Providing representatives at host locations with timely information on course schedules.
2. Collaborating with the PLATO Administrative Assistant on tasks related to curriculum.
3. Compiling course schedule details for distribution to various sources.
4. Recruiting committee members.
5. Planning and conducting Curriculum Committee meetings
6. Serving as a member of the PLATO Board of Directors.

7. Submitting committee meeting minutes to the PLATO Board and PLATO archivist.

III. Finance Committee

This committee provides advice and counsel to the Treasurer concerning the development and oversight of the budget and expenditures, other PLATO financial activities, and business functions and initiatives. The Treasurer, President, and President-Elect will serve on the committee as ex officio members. Additional committee members will be selected by the Treasurer in consultation with the ex officio members. The Committee is responsible for:

1. Reviewing and monitoring PLATO financial statements on a quarterly basis.
2. Participating in the development of the annual budget each spring.
3. Reviewing the annual federal and state tax returns prior to their submission
4. Discussing and making recommendations about PLATO Fund management issues.
5. Reviewing detailed PLATO general ledger documents on a quarterly basis.
6. Participating in financial planning for new PLATO initiatives
7. Making recommendations about dues increases and amounts
8. Performing other duties as needed to further the financial and business interests of PLATO
9. Providing advice and counsel to the Treasurer in the development of financial aspects of the Memorandum of Agreement with UW-Madison.

Chair of the Finance Committee

The PLATO Treasurer chairs this committee and is responsible for:

1. Planning and conducting meetings.
2. Producing and distributing financial documents and reports for review and comment by the committee.
3. Recruiting new members to the committee.
4. Seeking member input on matters having significant financial impact on the organization.
5. Submitting committee meeting minutes to the PLATO Board and PLATO archivist.

(Approved June 19, 2015)

IV. Fund Development Committee

The Committee oversees the fundraising activities of PLATO. Its responsibility is twofold involving:

1. Donations to the PLATO Fund that provide scholarships to adult students with significant financial needs who are returning to college to complete their education, and
2. Donations given directly to PLATO in support of the organization's charitable and other initiatives.

Oversight and Expenditure of Donations

- Overseeing the PLATO Fund in conjunction with the administrative oversight of the UW Foundation and the lead role played by DCS at UW—Madison.
- Making recommendations to the PLATO Board about annual distributions from this Fund for scholarship assistance.
- Overseeing the direct donations made to PLATO for other charitable and organizational purposes and making recommendations to the PLATO Board for their use.

Fundraising

- Developing and utilizing promotional materials to encourage giving to the PLATO Fund and other PLATO initiatives--by members and other potential donors.
- Planning and implementing future fundraising activities to support the purposes of the PLATO Fund and the organization's charitable and other initiatives.

Chair of Fund Development Committee

The chair person is responsible for:

1. Planning and conducting meetings.
2. Recruiting new members for the committee.
3. Reviewing monthly donor reports from the UW Foundation and from PLATO.
4. Preparing quarterly reports of fundraising activities for the PLATO Board.
5. Insuring that donors are appropriately recognized.
6. Serving as a member of the PLATO Board of Directors.
7. Submitting committee meeting minutes to the PLATO Board and PLATO archivist.

V. Membership & Communication Committee

1. This committee is responsible for the following:
2. Retain current members.
3. Recruit new members (in alignment with membership goals established by the PLATOBoard).
4. Develop and/or deliver internal and external communications as needed to achieve these membership responsibilities.
5. Provide assistance, as needed, to other committees or parties communicating on behalf of PLATO.

1. Retain Current Members:

- A. Develop and maintain the membership infrastructure:
 - i. Work with PLATO office in creating and managing standards for membership registration information.
 - ii. Determine and direct the acquisition of specific member information (e.g. professional backgrounds, degrees, skills, and interests).
- B. Develop and manage a membership satisfaction program:
 - Plan and conduct surveys and compile, analyze, and report membership data and make recommendations as appropriate.
 - Develop new member welcome/check-in program (e.g. manage welcome e- letter and follow ups with new members).

2. Recruit New Members (the level of new member recruitment will be determined by the PLATO Board).

- A. Determine which audiences to target and what tactics and communication methods to use. (e.g. social media, talk shows on public radio, presentations to community groups, outreach to UW employees near retirement, recruiting retired teachers, instructors and faculty as volunteer instructors).
- B. Staff membership sign-up stations at PLATO events.

3. Manage Key PLATO Publications

- A. *The Persimmon*: Identify authors and topics, set deadlines, edit submissions, and format for publication. Submit to PLATO Office for printing and distribution.
- B. *The Agora*:
 - (Note: general oversight related to PLATO brand only; editorial control remains with Agora Editorial Board)
 - Solicit submissions, set deadlines, edit submissions, and format for publication.
 - Submit to PLATO Office for printing and distribution.

4. Consultation as Needed

- A. The committee will provide assistance on an as-needed basis regarding communication style, content, and procedures.

Chair of Membership Committee

The chair person for this committee is responsible for:

1. Recruiting new members for the committee.
2. Identifying sub-committee chairs as needed.
3. Collaborating with sub-committees in planning activities.

4. Planning and conducting committee meetings.
5. Serving as a member of the PLATO Board of Directors.
6. Submitting minutes of committee meetings to the PLATO Board and PLATO archivist.

(Approved March 17, 2017)

VI. Special Events and Activities Committee

This committee is responsible for planning lectures, day trip programs, and hospitality for Board events including the following:

1. Arranging for speakers for special event lectures.
 - Contacting potential speakers, arranging sites, dates and times for lectures.
 - Developing announcements and planning for registration process as needed.
 - Introducing speakers and moderating lectures as needed.
2. Developing, planning and publicizing day trips.
 - Planning itinerary and making contacts with service providers.
 - Developing announcements, materials and the registration process; arranging for publication on the website, PLATO weekly announcements, and mailings as needed.
 - Monitoring registration process and developing follow-up communication with members and DCS (UW-Department of Continuing Studies) as necessary.
 - Working with DCS to receive invoices and make payments to providers.
 - Hosting or arranging for host(s) for bus trips.
 - Providing guidance on PLATO trip policies and coordination of dates for organizers of events and trips *outside* those determined by the Special Events and Activities Committee. (Such organizers are strongly encouraged to contact the chair of this committee for such guidance.)
3. Planning hospitality for the Fall and Spring Previews and the Annual Luncheon.
 - Meeting with Curriculum Committee Preview Chair to plan for hospitality needs (food, beverage, set-up arrangements and Preview schedule).
 - Planning food purchase, decorations, as well as setting up and cleaning up after the event.
 - Assisting the Board with Annual Luncheon arrangements.

(Revised Dec. 14, 2018)

Chair of Special Events Committee

The chair person for this committee is responsible for:

1. Planning and conducting Special Events Committee meetings.
2. Serving as a member of the PLATO Board of Directors.
3. Recruiting new members for the committee.
4. Coordinating leadership for committee activities.
5. Submitting committee meeting minutes to the PLATO Board and PLATO archivist.

VII. Technology Committee

This committee is responsible for:

1. Providing technology services
 - Researching, evaluating, and recommending new technologies for PLATO use.
 - Assisting other committees in the adoption and use of technology
2. Maintaining the PLATO website
 - Overseeing all website work.
 - Recruiting and training website volunteers.
3. Assisting committees with data retrieval and analysis.
4. Recommending data archival storage and retention policies.

Chair of Technology Committee

1. The Chair of the Technology Committee is responsible for:
2. Recruiting new members for the committee.
3. Identifying sub-committee chairs as needed.
4. Collaborating with sub-committee chairs as needed
5. Planning and conducting Technology Committee meetings.
6. Serving as a member of the PLATO Board of Directors.
7. Submitting committee meeting minutes to the PLATO Board and PLATO archivist.

(Approved December 14, 2018)