

ASURA Seminar Committee

The following material was prepared by Barry McNeill in March 2013 with input from Gary Kleemann, Chairman of the ASURA Seminar Committee.

General Information

The charge to the Seminars Committee by the Board is to offer informative sessions to our membership on issues related to retirement and aging. The sessions may be offered by our own members or by other people or agencies. Each session is on a specific single topic and lasts no more than two hours. Some examples of topics suggested have included Health Insurance Options, Elder Care Options, Retirement Tips, Financial Management for Retirees, and Technology Use.

The Seminars Committee has further established that:

- Topics should be relevant to the challenges and opportunities of “senior life.”
- Topics solely of intellectual or pastime interest that are covered by several other organizations would not be addressed by ASURA.
- Seminars should be as cost-free to attendees as possible.
- Rather than intermittently, the seminars should be offered on a “regular” basis, by which we mean monthly during the traditional school year except when a seminar would conflict with a major event such as Retirees Day (September, October, November, January, March, and April are likely dates).
- The Community Services Building is the most acceptable (but not the only) venue for these seminars.

A. Membership

1. ASURA members who indicate an interest on annual membership form
2. ASURA members who have participated in meetings
3. No minimum or maximum number, no requirement of quorum

B. Meetings

The committee meets as needed but probably not more than 2 or three times each year.

C. Chair Responsibilities

The chair is appointed by ASURA Board President and has the following responsibilities:

1. Coordinating the work of the committee (e.g., scheduling committee meetings, presiding at committee meetings, etc.)
2. Providing monthly report at ASURA Board meetings as needed
3. Working with the Event Chair to develop a Calendar of ASURA Events for publication in the Summer *Prime Times*.
4. Using Wild Apricot to [manage seminar events](#)

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5. Reviewing and updating the Seminar Committee Processes (i.e., this document).
Note: any changes should be sent to the [ASURA Technology Manager](#).

D. Sample Process Used

1. The committee generates a set of possible seminars and selects the ones it wants to present.
2. Each committee member takes responsibility for coordinating one seminar per year. The Chair and other committee members help with each seminar but one committee member serves as the lead for that seminar coordinating the logistics including:
 - a) contacting the speaker,
 - b) arranging for the room set up including any technology needed,
 - c) making arrangements for getting pictures,
 - d) making arrangements for refreshments,
 - e) introducing and thanking the speaker at the end, and
 - f) preparing a brief event story for *Prime Times* and the ASURA Past Events.
3. It would be nice if one committee member agrees to serve as Publicity Chair for the Committee and become an expert in knowing how to best publicize these events.