



LIFELONG LEARNING INSTITUTE-
MANASSAS

UPDATES

January 3, 2010 -- Volume 1

President's Message



When I was in the Army in Vietnam, I was constantly told that volunteering was dumb. The only thing dumber was jumping out of an airplane. Well I was a volunteer, so I guess I was pretty dumb. As I've gotten older, I look back at the things I have volunteered for and I have some good and bad memories, but I walked away having learned something or met someone who made a significant impact on my life. I like working, meeting people, and being active. It beats being a couch-potato. So with this in mind, we are beginning the new year with a call for volunteers for LLI – Manassas.

We have grown 30% over the last year. As an organization this level of growth is a challenge. We on the Board of Directors have been

thinking of how we can structure the jobs that need to be done in a way that will not scare people into perceiving they will be taken advantage of. This issue of *UPDATES* is primarily dedicated to *LLI – Manassas Help Wanted Ads.* We are going to post the jobs we need to have support for in the hopes that the description and time estimates will give you, as a member of LLI-Manassas, a realistic idea of the jobs.

These '*Help Wanted Ads*' will be an ongoing part of *UPDATES.* We will continue to refine our job descriptions and time estimates to inform you of the challenges we as an organization face. I hope you will consider volunteering. Your efforts will make us a smarter and stronger organization.

So here's to the New Year – a year of growth, improvement and camaraderie. Happy New Year!

David

This issue of *UPDATES* will be primarily a bulletin board -- offering information about a series of '*Help Wanted Ads.*' As David said in his message we must remember that the Lifelong Learning Institute-Manassas is a volunteer organization which depends on its members to teach courses, serve on committees and carry out administrative functions. Without volunteers our organization will grind to a halt.

Wanted – 3 LLI-Manassas Board of Directors Members

First and foremost, LLI-Manassas requires the replacement of three members on the Board of Directors every year. Your Board of Directors is a working board – not just a governing board. Members are expected to head one of the functioning committees as its chair and to ensure that the products of that committee are available to maintain organizational momentum. As an example, Nancy Osborne as Chair of the Communications Committee, works diligently to ensure that LLI-Manassas is no longer the best kept secret of Prince William County, but instead is constantly noted in various media, making its presence

known at many 50+ events and working in conjunction with Manassas organizations and at the many Chamber of Commerce events – a gargantuan task.

At the last Board Meeting, three board members volunteered and formed part of a Nomination Committee – to find and nominate new Board of Directors members. This committee must be supplemented with two additional LLI members who are not currently Board members. Then the complete committee will start their search for members who would like to serve three years on the LLI-Manassas Board of Directors.

If you have (and most of you have) experience at the executive level of an organization please consider volunteering. Contact Chuck Ruby, candiruby@gmail.com, George Kaplan, gmkapl@yahoo.com, or June Foss, junefoss@comcast.net and let them know you would like to be a “working” board member.

Communications Committee

TITLE: FORUM GREETER

TIME REQUIREMENTS: Two hours during the Jan. 13th Sip and Socialize and 30 minutes prior to the Jan, Feb, April and June Forum Social Gatherings. Total requirement for spring semester is 4 hours.

DUTIES: Warmly greet guest and/or a member you do not know. After a brief chat, introduce person to other LLI members so that potential members will feel respected and valued. Follow the guest to assure that they are not left standing or sitting alone prior to the meeting.

APPLICATION PROCESS: Call Joyce Mancini, 703-743-1622 prior to 1/6/2010.

VOLUNTEER JOB SUBMITTED BY: Nancy Osborne, Communications Committee

TITLE: MAILING LIST MANAGER

TIME REQUIREMENTS: Approximately 6-8 hours per semester.

DUTIES: Maintain e-mail and U.S. mailing lists of people who have expressed an interest in LLI-Manassas. This may require problem solving to decipher correct address. Mail out materials and notices of events as provided by the Communications Committee.

APPLICATION PROCESS: Call Joyce Mancini, 703-743-1622

VOLUNTEER JOB SUBMITTED BY: Nancy Osborne, Communications Committee

TITLE: CALENDAR DEVELOPER

TIME REQUIREMENTS: Approximately 16 – 20 hours per semester. (4 – 5 hours per month)

DUTIES: Extrapolate dates, times and places of classes, trips and Forums from semester Program Guide. Draft monthly calendar with daily information. Circulate draft calendar to Board of Directors and all Committee Chairs for validation. Provide final monthly calendar to Editor of *UPDATES* for distribution.

(Three months of On the Job Training will be provided by *UPDATES* staff)

APPLICATION PROCESS: Call Joyce Mancini, 703-743-1622

VOLUNTEER JOB SUBMITTED BY: E. Perley Eaton – Editor of *UPDATES*, Communications Committee

TITLE: UPDATES REPORTER (3 REQUIRED)

TIME REQUIREMENTS: Approximately 24 – 30 hours per semester. (4 – 5 hours per month)

DUTIES: Each reporter will be assigned an LLI-Manassas functioning organization, i.e., Board of Directors, Communications Committee and Program Committee, etc. Expected to attend meetings and draft articles that will be circulated in *UPDATES* and on the LLI-Manassas Web focusing on the Board/Committees actions. Draft articles will be presented to Committee Chairs and LLI-Manassas Board President for review and approval and then provided to *UPDATES* staff for inclusion in monthly distribution.

APPLICATION PROCESS: Call Joyce Mancini, 703-743-1622

VOLUNTEER JOB SUBMITTED BY: E. Perley Eaton – Editor of *UPDATES*, Communications Committee

Membership Committee

TITLE: MEMBERSHIP INFORMATION AND SURVEYS MANAGER

TIME REQUIREMENTS: Approximately 18 – 30 hours per semester. (3 – 5 hours per month)

DUTIES: Download LLI-Manassas member survey from LLI-Manassas Web. Disseminate to appropriate members. Include other administrative documents as required. Collect returns and dispatch them to the appropriate committee chairs. Is a member of the Membership Committee and works closely as required with the Membership Committee Chair.

APPLICATION PROCESS: Call Joyce Mancini, 703-743-1622

VOLUNTEER JOB SUBMITTED BY: Charles Ruby, Chair of the Membership Committee

TITLE: **MEMBERSHIP BACKUP DATA BASE COORDINATOR**

TIME REQUIREMENTS: Approximately 36—48 hours per semester. (6 – 8 hours per month)

DUTIES: Maintain membership information in conjunction with the Membership Committee Chair. During semester registration, works with the Membership Committee Chair to implement class and trip information for dissemination to class and trip coordinators for the management of day to day events. Additional duties include working with the Membership Committee Chair to send renewal notices and appropriately update the membership data base. Send all monies collected for membership and class and trip activities to LLI-Manassas Treasurer. Member of the Membership Committee and works closely with the Membership Committee Chair as required. (An ideal position for a team approach – i.e., two members sharing duties, perhaps a husband and wife team)

APPLICATION PROCESS: Call Joyce Mancini, 703-743-1622

VOLUNTEER JOB SUBMITTED BY: Charles Ruby, Chair of the Membership Committee

Special January Events

SIP & SOCIALIZE

LLI-Manassas has scheduled the spring semester kick-off event for January 13.

You are invited to the Lifelong Learning Institute's

Sip & Socialize

Wednesday,
January 13, 2010
1:00 - 3:00 p.m.

Manassas St. Thomas UMC
8899 Sudley Road
Manassas 20110

For additional information
www.lli-manassas.org
llimanassas@gmail.com

This event is an opportunity for you to bring your friends to look over the benefits of LLI-Manassas as well as a convenient way that you can finish registering for all the interesting and challenging classes and trips offered in the 2010 spring semester.



International Money Laundering: Tracing Money to the Top Ten Corrupt Politicians

Special Agent Debra L. LaPrevotte

This presentation will cover the methods used by the FBI to trace the ill-gotten gain and plunder of corrupt foreign politicians. Billions of dollars are stashed in banks around the world by corrupt leaders. Special Agent LaPrevotte is an expert in international money laundering and asset forfeiture and has traced illegal proceeds associated with several of the top ten corrupt world leaders.

Special Agent Debra L. LaPrevotte, a forensic scientist, has been working on cases focused on international money laundering and forfeiture for the past ten years. She has a master's degree in forensic science. She is a member of the FBI Washington Field Office's Evidence Response Team, specially trained in human remains recovery and processing and post blast investigation. Special Agent LaPrevotte is also a member of the FBI's Rapid Deployment Team, responding to critical incidents against U.S. targets around the world. She recently returned from Kazakhstan where she provided training to the Kazakhstan Financial Crime Police. (Note: Special Agent Debra L. LaPrevotte has instructed a prior LLI-Manassas class in Forensics.)

Wednesday, 9:30 a.m.-11:30, Jan. 20. (Please note this is a change in time from the listing in the spring 2010 Program Guide.)

A Special Invitation

Professor Macho Dyrud, Ph.D., faculty advisor to the Psychology Club at NOVA Manassas campus has invited members of LLI-Manassas to an event on January 20, 12:30 in Colgan Theater.

Two speakers from the National Association for Mental Illness will be talking to the NOVA Abnormal Psychology class and the NOVA Psychology Club. Their topic is: "Recovery from Mental Illness." It is a great program and was very well received when presented at George Mason University last semester.

In Close

One of the best lessons of life is to know that you don't leave your experience and skill behind – in the office, on the classroom blackboard or on the fields of commercial endeavor. They come along with you, you own those skills. LLI-Manassas needs those skills to help it grow, improve and quench the thirst for learning in our retired life. As we start a new decade, broaden your retirement -- volunteer your skills and find the companionship of your peers.