

2024 KORA COUNCIL. COMMITTEES & SPECIAL PURPOSE GROUPS

KORA Council

Officers

President, Rollin Conway; V. P., Prudy Hall; Sec., Kathy Hazelton ; Treasurer, Bruce Richards

Members of Council

George Blomgren	Tom Konkoly	Dina Schoonmaker
David Dauphiné	Pearl Lin	A.V. Shirk
Kerry Glaus	Janet Newman	Mary Van Nortwick
Kari Inglis	Barbara Pierce	

Internal Committees of Council

- Executive: The four officers
- Finance: Tom Konkoly, *chair*; Pearl Lin, A. V. Shirk, Bruce Richards (ex officio)
- Suggestions & Concerns: Janet Newman, *chair*; Kerry Glaus, Barbara Pierce, Mary Van Nortwick
- Coordination: George Blomgren, *chair*; David Dauphiné, Kari Inglis, Dina Schoonmaker

External Committees:

- Leadership Development & Nominations Committee (LDNC): Ann Francis, Ruth Ann Clark, Sally Nelson-Olin, Shirley Taylor; *Kathy Hazelton, Council Rep.*
- Internal Audit: *(to be named by the Executive Committee)*

Standing Committees, Chairs, and Liaisons to KORA (*liaison in Italics*)

- Arboretum (Don Reeves) *Janet Newman*
- Archives (Kari Inglis) *Pearl Lin*
- Art (Grover Zinn, chair; Tom Van Nortwick, vice chair) *George Blomgren*
Art Archives (Barbara Whitehouse, Nancy Lombardi)
- Care and Nurturing (Elizabeth Hole) *George Blomgren*
Buddy System (Lori Taylor)
Hospitalization Notification (Barbara Green)
Medical Companions (Jan Larson)
Memorial Services (Carol Harvey)
Resident Medical Resource (Deborah Gray)
SCC Shopper (Dina Schoonmaker)
Supporting Friends (Elizabeth Hole, Jesse Carlock)
Thoughtful Health Conversations (Elizabeth Hole)
Thoughtful Medicine (Elizabeth Hole)
Wheelchair and Walking Partners (Sandra McClennen, Barb Benjamin)
- Communications (Kari Inglis) *Tom Konkoly*
Audio Announcements (Terry Carlton)
Bulletin Board (Dorothy MacIntyre)
Library Bulletin Board (Beverly Fordyce)
Phone Directory (Nina Love)
Resident Profiles (Sally Nelson-Olin)
WKAO (Anne Palmer)

- Environmental Concerns (Ted Wolner) *(Dina Schoonmaker)*
Recycling (Helene Aarons)
- Fitness and Health (Kathy Caldwell) *(David Dauphiné)*
- Horticulture (Larry Dunn) *(Janet Newman)*
- House (Jack Mosher) *(A.V. Shirk)*
- Kendalight (Elizabeth Aldrich) *Kari Inglis*
- Library (Joan Long) *Dina Schoonmaker*
Copier and Printer Service and Shredder (Terry Carlton)
- Program (Shirley Taylor) *Mary Van Nortwick*
Center for Life Long Learning (Mary Van Nortwick)
Conversations with the Community (Marjorie Porter)
Diversity, Equity and Inclusion (Arlene Dunn)
Films (Ken Cheek, A.V. Shirk)
Health Lecture Series (Jack Secrist)
Music Committee (Carol Longsworth, Larry Mirel)
Posters (Jean Slonneger)
Special Events (Carol Harvey)
- Sports and Recreation (Dan Reiber) *David Dauphiné*
Table Tennis (Phil Pritchett)
Tennis (David Dauphiné)
- Transportation (Barbara Barna) *Barbara Pierce*
Big Bus & Day Trips (Gerry Findlan, Kathy Hazelton)
Cleveland Orchestra Bus (Randy Wagner)
Lunch Bunch (Gerry Findlan, Elizabeth Aldrich)
Oberlin Conservatory Programs Buses (Polly McIlrath)
Ride Share (Barb Barna, Ken Cheek)
- Website (Tom Taylor) *Kari Inglis*
- Woodshop (Carl Whitehouse) *A. V. Shirk*

Joint Committees with Administration

- Dining Matters (Barbara Pierce) *Tom Konkoly*
- Pet Matters (Kathy Caldwell) *(Mary Van Nortwick)*
Community Resources (Diane Follet)
Annual Health updates and emergency care plan (Gerry Findlan)
Pet Mentors for New Residents (Barb Benjamin)
- Technology (Bruce Richards, Judy Miller, *co-chairs*) *(Pearl Lin)*

Special Liaison Assignments

- Facilities Liaisons: *Grace Tompos, Randy Wagner*
- Stephens Care Center Liaison: *Kerry Glaus*

KORA Special Purpose Groups

Service Groups (Contact)

- Auditorium Audio-Visual (Jan Larsen)
- Floral Creations (Ann Wardwell)
- Health Newsletter (Nancy MacRae)
- Heiser Desk Volunteers (Kathy Reichard)
- Kendal Resale Shop (Vickie Shafarman)
Dan Reiber [cars]
- KORAtch (Deborah Gray)
- Newcomers/Friendship (Anne Wardwell)
- Snow/Stormy Day “Teachers” (Donna Baznik)
- Threads (Regina Shea)
- Volunteer Coordinating (Ann Findlan)

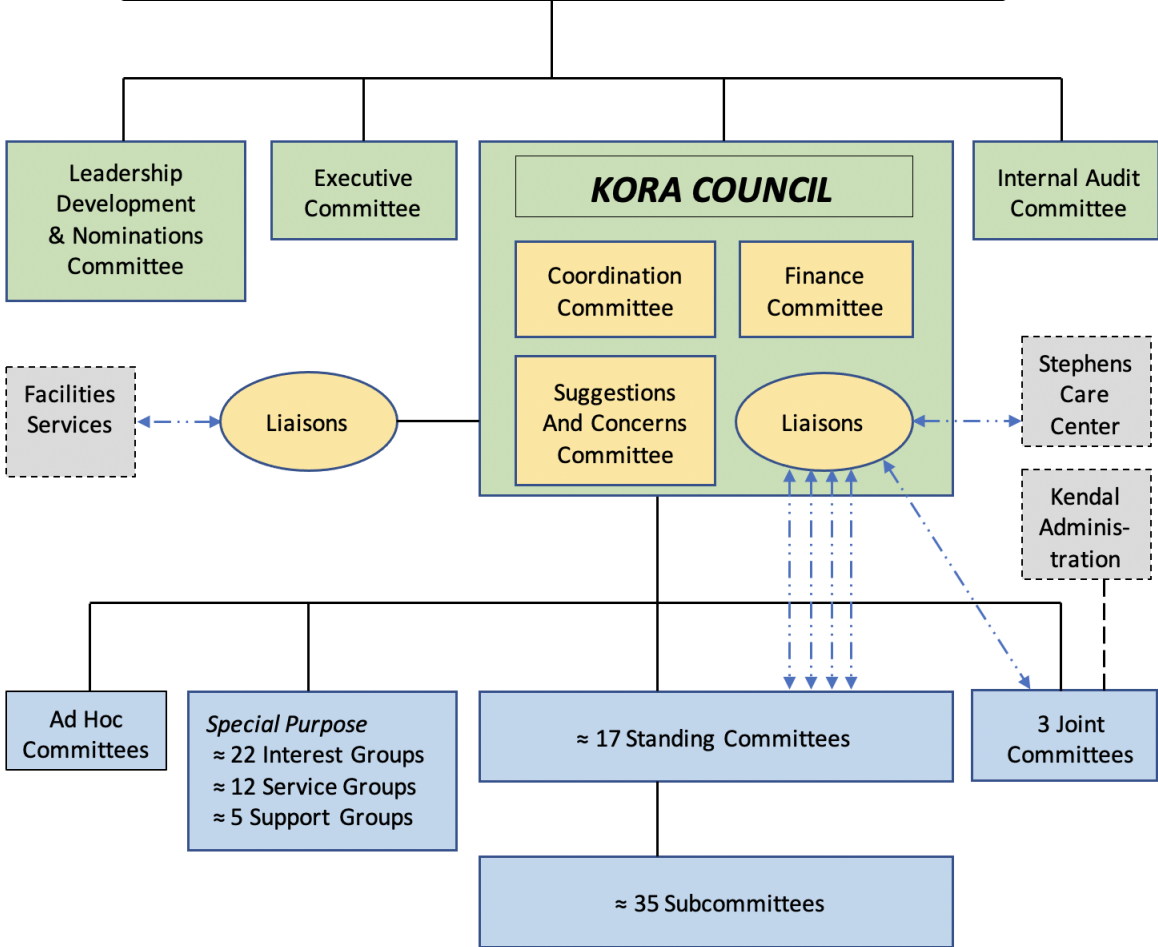
Interest Groups (Contact)

- Bel Canto (Betsy Allen)
- Creative Arts Studio (Kathleen Cerveny)
- Cognitive Issues Discussion Group (Carol Bojanowski)
- Drama Circle (Robert Pierce)
- English Country Dance (Judy Cook)
- Eureka! (Bob Longsworth, chair; Robert Taylor, editor)
- French Language Dining (B. Gordon-Lickey)
- Genealogy Interest Group (Betsy Young)
- German Language Dining (Vera Cooke)
- Hobby - Craft Room (_____)
Crafts (Joe Luciano)
- Introverts (Suzanne McDougal)
- Jazz Listening (Del Jenkins; George Cyphers)
- Lesbian, Gay, Bisexual, Transgender, Queer + Allies (LGBTQ+&A) Interest Group (Dwight Call, Ann Francis)
- Line Dancing (Dan Reiber)
- Lunch Bunch (Elizabeth Aldrich, Gerry Findlan)
- Meet, Greet, and Eat (Sharon Furrow)
- Play Readers (Phyllis Gorfain)
- Recorder Ensembles (Jean Slonneger)
- Saturday Morning Walks (Phil Pritchett)
- Science Discussion (Phil Pritchett)
- Solo Diners (Elizabeth Aldrich)
- Song Swap (Judy Cook)
- Spanish Language Dining (Kathy Hazelton)
- Square Dancing (Jeanne Berger)
- Tuesday Night Bridge (Kathy Caldwell)
- Wildlife Special Purpose (Rebecca Cardozo)

Support Groups (Contact)

- Essential Tremor (Marvin Gordon-Lickey)
- Gluten Free Advocacy & Support (Betsy Allen)
- Hearing Issues (John McBride, Gerlind Jenkner)
- Parkinson’s Sharing Group (Carla VanDale, Eileen Beekman)

Kendal at Oberlin Residents Association (KORA)
 A 501(c)(3) organization *Every resident is a member!*
Officers: President, Vice President, Secretary, Treasurer



Article XVI of the Kendal at Oberlin Bylaws provides for KORA as an independent organization. KORA and its committees have no authority in the operation of Kendal at Oberlin other than having one non-voting participant on the Kendal at Oberlin Board of Directors.

WBR 2022-1-11

Job Descriptions
Kendal at Oberlin Residents Association (KORA)

KORA President

All positions on KORA Council and Executive Committee benefit from the following approach:

- Inclusive and able to work with residents, staff, board, and community
- Discreet; value importance of discretion
- Willing to seek and accept advice and counsel
- Being a good listener, consulting widely, considering all perspectives
- Patient, flexible, having a sense of humor

The **President** of the Kendal at Oberlin Residents Association (KORA) is charged by its Constitution with leadership of the KORA Council and its Executive Committee.

The President is expected to work with residents, Administration, and staff to assure the effectiveness of KORA both in advancing the stated values of Kendal and in supporting the varied activities of residents. Customarily, the President is also elected by the residents to serve a concurrent term on the Board of Directors of Kendal at Oberlin.

Term of Office

- One Year; two consecutive terms

Estimated Time Needed

- Usually at least 20 hours per week

Duties & Responsibilities

- Assign Council members to Council's internal committees and to serve as liaisons to Standing Committees
- Plan, prepare agenda, and chair KORA Council's monthly meetings, KORA Annual Meeting, Executive Committee meetings once a month or more, and usually an informal pre-session meeting with Council before its monthly meeting
- Ensure Council works as an effective team
- Understand roles and responsibilities of Administration, Board, Residents, Council, and Employees and work with them appropriately
- Support KORA's Mission and Purpose and Kendal's Values and Practices
- Know and follow KORA Constitution and Policies
- Comply with 501(c)(3) regulations so Kendal can maintain its non-profit status
- Cultivate awareness of problems and concerns in the Kendal community

Job Description
Kendal at Oberlin Residents Association (KORA)

KORA Vice President

All positions on KORA Council and Executive Committee benefit from the following approach:

- Inclusive and able to work with residents, staff, board, and community
- Discreet; value importance of discretion
- Willing to seek and accept advice and counsel
- Being a good listener, consulting widely, considering all perspectives
- Patient, flexible, having a sense of humor
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The **KORA Vice President** assists the President in the discharge of his or her office and acts in the President's stead when required to do so. The Vice President serves as a member of the KORA Executive Committee and participates in meetings of the KORA Council.

Term of Office

- One Year; two consecutive terms

Estimated Time Needed

- About 5-10 hours per week

Duties & Responsibilities

- Devote 5-10 hours a week
- Assume duties of President when the President is unable to perform them*
- Support and works well with the KORA President
- Have skills and qualities needed to function as President and to apply them in supporting role as Vice President (see KORA President Job Description).

* KORA President Duties & Responsibilities

- Assign Council members to Council's internal committees and to serve as liaisons to Standing Committees
- Plan, prepare agenda, and chair KORA Council's monthly meetings, KORA Annual Meeting, Executive Committee meetings once a month or more, and usually an informal pre-session meeting with Council before its monthly meeting
- Ensure Council works as an effective team
- Understand roles and responsibilities of Administration, Board, Residents, Council, and Employees and work with them appropriately
- Support KORA's Mission and Purpose and Kendal's Values and Practices
- Know and follow KORA Constitution and Policies
- Comply with 501©3 regulations so Kendal can maintain its non-profit status
- Cultivate awareness of problems and concerns in the Kendal community

Job Description
Kendal at Oberlin Residents Association (KORA)

KORA Secretary

All positions on KORA Council and Executive Committee benefit from the following approach:

- Inclusive and able to work with residents, staff, board, and community
- Discreet; value importance of discretion
- Willing to seek and accept advice and counsel
- Being a good listener, consulting widely, considering all perspectives
- Patient, flexible, having a sense of humor

The **KORA Secretary** gives notices of meetings of the Association according to the Bylaws. The KORA Secretary records the decisions of the Council at meetings, keeps the minutes of Association and Council meetings, and makes the minutes available to the community. The Secretary serves as a member of the KORA Executive Committee, participates in meetings of the KORA Council, and serves as committee liaison.

Term of Office

- One Year; two consecutive terms

Estimated Time Needed

- Usually, 25-30 hours per month

Duties & Responsibilities

- Notifications. Assure that the community is notified of Council meetings 5 days in advance (2 weeks in advance of Annual Meetings). Request/Reserve venues for KORA meetings.
- Minutes. Take minutes during each Council meeting, send a draft for review by Executive Committee, send revised draft to Council and post draft for community. Assure that the minutes are finalized and approved by Council at the next meeting.
- Liaison role. Attend as liaison one or two other KORA committees as agreed with the Executive Committee.

Job Description
Kendal at Oberlin Residents Association (KORA)

KORA Treasurer

All positions on KORA Council and Executive Committee benefit from the following approach:

- Inclusive and able to work with residents, staff, board, and community
- Discreet; value importance of discretion
- Willing to seek and accept advice and counsel
- Being a good listener, consulting widely, considering all perspectives
- Patient, flexible, having a sense of humor

The **KORA Treasurer** manages the finances of KORA and ensures that the KORA Council's financial policies are being adhered to.

Term of Office

- One year; four consecutive terms

Estimated Time Needed

- Usually about 10 hours per week

Duties & Responsibilities

- Serve as a member of the KORA Council, as its financial officer, as member ex officio of its Finance Committee, and as a member of its Executive Committee
- Manage bank and credit card accounts
- Manage deposits and payments according to procedures
- Establish and maintain tax-exempt status with vendors
- Keep records of contributions to KORA; assist Finance Committee in developing annual KORA budget
- Decide, in consultation with the Finance Committee, on the investing of KORA funds
- Provide financial reports monthly and information as needed

Job Description
Kendal at Oberlin Residents Association (KORA)

KORA Councilor

All positions on KORA Council and Executive Committee benefit from the following approach:

- Inclusive and able to work with residents, staff, board, and community
- Discreet; value importance of discretion
- Willing to seek and accept advice and counsel
- Being a good listener, consulting widely, considering all perspectives
- Patient, flexible, having a sense of humor

KORA Councilors are elected each November by Kendal at Oberlin residents to represent them on the Council – the governing body of the Kendal at Oberlin Residents Association. Council works with administration, staff, and the Kendal Board to “maintain a community in which each person is nurtured and the corporate body of residents and staff is enriched.”

Term of Office

- Two years; two consecutive terms

Estimated Time Needed

- Usually, 5-10 hours per month

Duties & Responsibilities

- Serve as a member of the KORA Council; representing the residents of Kendal at Oberlin participate in monthly meetings and other meetings as needed
- Serve as member of a KORA Council committee (Coordination, Finance, or Suggestions & Concerns) or as a liaison to the Stephens Care Center
- Serve as a liaison to one or more Standing Committees
- Check with residents about issues and achievements that might be brought before the Council

Job Description
Kendal at Oberlin Residents Association (KORA)

Member, Leadership Development and Nominations Committee

All positions on KORA benefit from the following approach:

- Inclusive and able to work with residents, staff, board, and community
- Discreet; value importance of discretion
- Willing to seek and accept advice and counsel
- Being a good listener, consulting widely, considering all perspectives
- Patient, flexible, having a sense of humor

The **Leadership Development and Nominations Committee (LDNC)** is described in the KORA Bylaws, Article IV.1. The LDNC's scope of work is (1) to develop leadership opportunities and encourage residents to move into leadership positions which match their interests and gifts, (2) to advise KORA or its committees on leadership needs, and 3) to nominate at the KORA Annual Meeting a slate of KORA Officers, KORA Councilors, and LDNC members and to look for possible residents to fill those roles in the future.

Term of Office

- Two years; two consecutive terms possible

Estimated Time Needed

- 4-10 hours per month (varies by month, depending on time of year and number of positions to fill)

Duties & Responsibilities

- Attend monthly meetings of the LDNC
- Participate with other committee members in identifying interests and strengths of residents
- Help with orientation of new residents or other special activities

Additional Important Qualities and Skills:

- Strong knowledge of KORA as an organization
- Wide knowledge of the resident community
- Discernment and good judgment
- Ability to honor confidentiality