

Working Guidelines for ElderStudy Committees

This section contains the appendices – the practices of the Board of Directors and the Administration, Membership and Curriculum Committees that support *Policies and Procedures*.

These working guidelines are prepared and updated by the committees, so that any member assuming an ElderStudy position will have full information on how various tasks are to be implemented.

These Working Guidelines may be changed/adjusted at the discretion of the Committee (excluding the IRS documents). They are updated regularly by the Committees so that there is a written guide to the ongoing operation of the organization.

Sample letters, forms, etc. also are included in these Guidelines.