

2017 Call for Updates to ElderStudy's *Policies and Procedures*

To: ElderStudy President
ElderStudy Treasurer
Curriculum Committee Chairperson
Membership Committee Chairperson
Administration Committee Chairperson

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From: Barbara Barrett
Administration Committee Chairperson

Date: March 8, 2017

In accordance with ElderStudy's *Policies and Procedures* (p. B-5), it is time to request proposed changes to that document for the 2017-18 Program Year (September 1, 2017-August 21, 2018) from the President, the Standing Committees, the Treasurer, the Board of Directors, and the membership.

Due Date. Submit your proposed changes in writing to me, the Administration Committee Chairperson, **NO LATER THAN MAY 4, 2017 (Thursday)** for review by members of the Committee at its May 24 Quarterly Meeting. Recommendations for changes then will be submitted for approval by the Board of Directors at its June 7, 2017 Quarterly Meeting. Changes to the Constitution, Bylaws, and Memorandum of Understanding must further be approved by the membership.

Submittal Format. Proposed changes should show the original text with suggested edits, based on the needs of each Committee and of ElderStudy as a whole. Please document the rationale for changes (additions and/or deletions) in your submittal.

Contact Information. Contact me by email, barrettorr@verizon.net, or phone, 540-372-3463, with any questions or concerns. Otherwise, I shall expect your submission no later than May 4. Thank you.