Member Handbook Contents

Operations Manual
Organization Structure/Committees
Mission
Planning Guidelines/Calendar
Written Description of Committee Procedures

Guidelines

Guidelines for Planning ALL Events Lectures

> Lecture Requirements/Worksheet Lecture Thank You Cover Letter Guest Speaker Information

Classes

Class Committee Procedure Guidelines Class Committee Planning Procedure Class Commitment Letter Class Flyer Form Preparation Suggestions

Day Trips

Daytrip Guidelines
Day Trip Worksheet
Finance Committee
Event Report Procedures

Event Report Social Committee

Membership Committee Guidelines
Member Resource Information

Publicity Committee Annual Meeting Planning

Policies

Weather Related Cancellations/Refunds for Paid Reservations Memorial Policy Policy for Non-Member Fees and Registration

Bylaws