

# **ASSOCIATION OF EDGEWATER LANDING OWNERS, INC.**

## **EDUCATION COMMITTEE**

### **POLICIES AND PROCEDURES**

**PURPOSE:** To provide the gift of Knowledge to the residents of Edgewater Landing (EL) utilizing various Human Resources programs which will be directed to maintaining the Association's "Elder Care Status" per the requirements of the Fair Housing Act (Housing For Older Persons Act Of 1995, as updated).

**GOAL:** To provide ongoing enrichment in daily living and future planning to the residents of the community.

**COMMITTEE STRUCTURE:** The President of the Board of Directors will, each year, select the Chairperson of the committee. The committee will also include a Co-Chair, a scribe and volunteers as needed.

#### **PROCEDURE:**

1. The committee will promote areas of interest as indicated by members of the community.
2. The committee will contact non-resident professionals within the cultural, economic, legal and health communities to share their expertise with EL residents.
3. The committee will solicit professionals who will volunteer their time as a community service.
4. The committee will provide a yearly calendar of events and post it on the community bulletin board.
5. The committee will advertise presentations in the Pelican's Pouch, on the information channel and post a resident sign-up sheet on the bulletin board.
6. Education Committee presentations are typically held in the Multi-Purpose Room on the second Wednesday of each month.
7. The Chairperson will coordinate with the Corresponding Secretary to verify the availability of times and spaces for presentations and to have the presentation added to the monthly Calendar of Activities, included in the Pelican's Pouch and on the community website.
8. The committee scribe will provide a synopsis of the monthly presentation for inclusion in the Pelican's Pouch and as a record of the presentation maintained in the Policy & Procedure book.
9. Coffee and refreshments may be available/served at each presentation.