

BY-LAWS

OF THE

CENTRAL TEXAS

ADVOCATES

FOR SENIORS

APPROVED: September 23, 2010

BY-LAWS OF THE CENTRAL TEXAS ADVOCATES FOR SENIORS

Article 1 - NAME

The name of the Corporation is Central Texas Advocates for Seniors (CTAS).

Article 2 - OFFICES

The principal office of the Corporation shall be located at Frost Bank, 315 Landa Street, New Braunfels, Comal County, Texas 78130 or at such other place as shall be lawfully designated by the Board of Directors.

Article 3 - PURPOSES

The purposes for which CTAS is established are charitable and educational purposes, including acting as a supporting Corporation to promote, educate and advocate for seniors and disabled adults in Comal, Guadalupe and Hays Counties, Texas, and the making of distributions to Corporations that qualify as exempt Corporations under Section 501(C)(3) of the Internal Revenue Code of 1986, as amended (the "Code"), and the application of the assets of CTAS for educational and charitable purposes by such agencies and means as may from time to time be found appropriate in pursuance of such purposes. CTAS shall be empowered to engage in any activity consistent with these By-Laws which are not prohibited by the Texas Non-Profit Corporation Act, even though any such activity is not enumerated in these By-Laws. In furtherance of such purposes, CTAS may receive property by gift, devise or bequest, invest and reinvest the same, and apply the income and principal thereof, as the Board of Directors may from time to time determine exclusively for charitable or educational purposes.

Mission and Purposes: Creating a Corporation designed to meet the life needs and services of seniors from real estate to investment to medical and anything in between.

Section 3.1 - Developing new advocacy programs for seniors.

Section 3.2 - Providing a networking venue for companies and corporations that serve seniors.

Section 3.3 - Investigating new technologies and services to advance our advocates' abilities and knowledge to meet the needs of future seniors.

Section 3.4 - Sponsoring community events to educate the public on senior-related issues including senior resource affairs.

Section 3.5 - Providing educational opportunities for seniors and senior care providers.

Section 3.6 - Tracking state and federal legislation of interest to seniors and our membership.

Section 3.7 - Lobbying state and federal legislators on behalf of seniors.

Section 3.8 - Hosting and Participating in events.

Section 3.9 - Establishment of Chapters to continue the growth and outreach to Seniors by CTAS.

Article 4 - MEMBERSHIP

Section 4.1 - No person shall be excluded from individual membership in, or from any program or activity of, this Corporation because of age race, color, creed, gender, national or ethnic origin, sexual orientation, or physical or mental disability, so long as the individual, through his or her own effort, is able to participate in the program. However, the By-Laws of this Corporation may provide for other restrictions on the composition of the individual membership, e.g., to the employees of a particular company or agency, residents of a specific community, or people sharing a special interest.

Section 4.2 - Central Texas Advocates for Seniors (CTAS) is a private association and 501(C) (3) Non-Profit Association. Any individual member may sponsor an eligible prospective individual member, and invite him/her to join this Corporation, so long as the person is not currently suspended or removed from good standing with CTAS under the By-Laws of CTAS. Application for individual membership shall be made on the form provided by CTAS and accompanied by the applicable dues.

Section 4.3 - All active individual members shall be entitled to all rights and privileges of this Corporation, and all individual members shall share in its responsibilities. These responsibilities shall include support of its purposes and constructive contribution to its programs and activities.

Section 4.4 - This Corporation may establish, from time to time, routine procedures for removal of members who fail to pay Corporation dues or who fall below other minimum standards as determined by the Corporation or CTAS. In addition, this Corporation may expel, suspend, or decline to renew Corporation membership of any individual member (a) who does not support this Corporation's purposes; (b) who does not constructively contribute to this Corporation's programs and activities; (c) who acts in a manner inconsistent with standards of conduct set by this Corporation or by CTAS; or (d) for other just cause. Such standards include ethical, political, and other standards of conduct that may be established by the CTAS Board of Directors from time to time and published as policy bulletins.

Article 5 - MEETINGS AND NOTICES

Section 5.1 - Regular meetings of this Corporation, which shall include any business meeting of active individual members, shall be held as provided in the By-Laws of this Corporation.

Section 5.2 – The Executive Board shall meet on an as needed basis.

Section 5.3 - Meetings of the Board of Directors shall be held quarterly as provided in the By-

Laws of this Corporation.

Section 5.4 - No notice shall be required for regular business meetings held as provided in the By-Laws of this Corporation. Notice of any change in the time or place of any regular meeting, and of all special meetings, shall be given by email, mail, telephone, or other reasonable means at least three (3) days in advance of such meeting to all individual members of this Corporation.

Section 5.5 - Regular meetings of this association, which shall include any business meetings of the active individual members, shall be held at such hour and place as this Corporation and/or Chapter from time to time shall designate.

Article 6 - QUORUM AND VOTING

Section 6.1 - A majority of the active membership shall constitute a quorum for the transaction of all business of this Corporation. A majority of the Corporation Board of Directors shall constitute a quorum for the transaction of the Board's business.

Section 6.2 - Each active member shall be entitled to one vote on any matter presented to the Corporation membership for a vote.

Section 6.3 - A vote by proxy or electronic-vote will be accepted as part of the majority vote of members present, if the vote is dated within seventy-two (72) hours prior to the time the vote takes place.

Section 6.4 - Unless a greater vote is required by the By-Laws of this Corporation in a particular matter, the affirmative vote of at least a majority of those active individual members who are present and voting at a duly held business meeting at which a quorum is present shall be the act of this Corporation.

Article 7 - TITLES AND TERMS OF OFFICERS

Section 7.1 - Officers / Executive Board - The officers of CTAS shall be a chair, a vice chair, a secretary and a treasurer, and such other officers as the Board of Directors may from time to time elect or appoint. The term of office shall be for two (2) years beginning January after elections have taken place. Elections on even years will elect the Chair and Treasurer. Elections on odd years will elect the Vice-Chair and Secretary.

Section 7.1.a - All officers shall be subject to removal, with or without cause, at any time by a majority vote of the Board of Directors.

Section 7.1.b - A vacancy in the office of any officer shall be filled by a majority vote of the paid members present.

Section 7.1.c - Any officer may resign at any time. Such resignations shall be made in writing and shall take effect at the time specified therein, or, if no time be specified, at the time of its

receipt by the Secretary. The acceptance of a resignation shall not be necessary to make it effective, unless expressly so provided in the resignation.

Section 7.2 - Chair - The Chair shall be the principal executive officer of CTAS and, subject to the Board of Directors, he/she shall be in general charge of the properties and affairs of CTAS. The Chair shall preside at all meetings of the Board of Directors; and in furtherance of the purposes of CTAS and subject to the limitations contained in the Articles of Incorporation, he/she may sign and execute all bonds, deeds, conveyances, franchises, assignments, mortgages, notes, contracts and other obligations in the name of CTAS.

Section 7.3 - Vice Chair - A Vice Chair shall have such powers and duties as may be assigned to him/her by the Board of Directors including the performance of the duties of the Chair upon the death, absence or resignation of the Chair or upon the Chair's inability to perform the duties of the office. Any action taken by a Vice Chair in the performance of the duties of the Chair shall be conclusive evidence of the absence or inability to act of the Chair at the time such action was taken.

Section 7.4 - Treasurer - The Treasurer shall have custody of all the funds and securities of CTAS which come into his or her hands. When necessary or proper, he/she may endorse, on behalf of CTAS, for collection, checks, notes and other obligations and shall deposit the same to the credit of CTAS in such bank or banks or depositories as shall be designated by the Board of Directors; he/she may sign all receipts and vouchers for payments made to CTAS either alone or jointly with such other officer designated by the Board of Directors; whenever required by the Board of Directors, he/she shall render a statement of the cash account; he/she shall enter or cause to be entered regularly in the books of CTAS to be kept by him/her for that purpose full and accurate accounts of all moneys received and paid out on account of CTAS; and he/she shall, if required by the Board of Directors, give such bond for the faithful discharge of his or her duties in such form as the Board of Directors may require. The Treasurer may sign checks up to \$500.00 at her/his discretion.

Section 7.5 - Secretary - The Secretary shall keep the minutes of all meetings of the Board of Directors in books provided for that purpose; he/she shall attend to the giving and serving of all notices; in furtherance of the purposes of CTAS and subject to the limitations contained in the Articles of Incorporation, he/she may sign with the Chair in the name of CTAS and/or attest the signatures thereof, all contracts, conveyances, franchises, bonds, deeds, assignments, mortgages, notes and other instruments of CTAS; he/she shall have charge of the CTAS books, records, documents and instruments, except the books of account and financial records and securities of which the Treasurer shall have custody and charge, and such other books and papers as the Board of Directors shall direct, all of which shall at all reasonable times be open to inspection of any Director upon application at the office of CTAS during business hours; and he/she shall, in general perform all duties incident to the office of Secretary subject to the control of the Board of Directors.

Section 7.6 - Compensation of Officers - The Officers shall not receive any salary or compensation for their services, but may be paid for reasonable expenses incurred while acting on behalf of the CTAS.

Section 7.7 - Powers - The property and affairs of CTAS shall be managed and controlled by the Board of Directors. The Directors shall exercise all of the powers of CTAS subject to the restrictions imposed by the **Articles** of Incorporation, these By-Laws and the laws of the State of Texas.

Article 8 - TERMS OF OFFICE FOR BOARD OF DIRECTORS

Officers shall be elected for two-year terms. No officer shall serve in the same office for more than two consecutive terms plus any partial term he/she has filled. The at-large directors shall serve no more than two consecutive three-year terms plus any partial term he/she has fulfilled without spending at least one full year off the board before being elected to a new three year term. The nine at-large directors' terms of office shall be established so that three expire each year. No one may be elected to serve as an officer **AFTER** serving in any position for four (4) years.

Section 8.1 - Election of Directors - Subsequent Directors shall be elected at the members' meeting in the month of November by a majority vote of the membership present at the annual meeting, except as provided in Section 7.1.b with respect to elections to fill vacancies. One designated paid member per member Corporation will be allowed to vote.

Section 8.2 - Vacancies - Vacancies on the Board of Directors shall exist in the following events: (a) the death, resignation, or removal of a Director; or (b) the authorized number of Directors is increased.

Section 8.3 - Filling Vacancies - Vacancies shall be filled by majority vote of the members, though less than a quorum, at any meeting of the members.

Section 8.4 - Removal - Any Director shall be removed upon the determination by a majority vote of the other Directors that a Director lacks mental capacity to serve. Any Director's term of office shall be automatically terminated and such person shall be deemed to have been removed upon final adjudication by a court that such person has committed a felony crime or any other crime of moral turpitude.

Section 8.5 - Resignation - Any Director may resign at any time by giving written notice to the Secretary of CTAS. Such resignation shall take effect at the time of the receipt of the notice or at a later time specified in the notice and the acceptance of such resignation shall not be necessary to make the resignation effective.

Section 8.6 - Meetings of Directors - The Directors may hold their meetings and may have an office and keep the books of the CTAS at such place or places in the State of Texas, or outside the State of Texas, as the Board of Directors may from time to time determine, provided, however, that in the absence of such determination, such place shall be the registered office of CTAS.

Section 8.7 - Annual Meeting - The Annual Meeting of the Board of Directors shall be held each year on a day during the month of November to be selected by the Board of Directors.

Section 8.8 - Regular Meetings - Regular Meetings of the Board of Directors shall be held quarterly or as shall be designated, from time to time, by resolution of the Board of Directors. Notice of regular meetings of the Board of Directors need not be given and regular meetings may be held and business transacted notwithstanding the lack of notice.

Section 8.9 - Special Meetings - Special Meetings of the Board of Directors shall be held whenever called by the Chair, the Secretary or five (5) of the Directors who are serving duly-elected terms of office at the time the meeting is called. The Secretary shall give notice of each Special Meeting to each director in person, by electronic means or by mail at least five (5) days prior to the meeting to each Director. Unless otherwise indicated in the notice, any and all matters pertaining to the purposes of CTAS may be considered and acted upon at a Special Meeting. At any meeting at which all Directors shall be present, even though without any notice, any matter pertaining to CTAS may be considered and acted upon.

Section 8.10 - Quorum - A quorum for the transaction of business at any meeting of the Board of Directors shall be fifty-one percent (51%) of board members. The act of a majority of the Directors present in person at a meeting at which a quorum is in attendance shall constitute an act of the Board of Directors, unless the act of a greater number is required by law, the **Articles** of Incorporation, or these By-Laws.

Section 8.11 - Vote by Proxy - A vote by proxy or electronic-vote will be accepted as part of the fifty-one percent (51%) majority vote if the vote is dated within seventy-two (72) hours prior to the time the vote takes place.

Section 8.12 - Action without Meeting - Any action required or permitted to be taken by the Board of Directors at a meeting may be taken without a meeting if consent in writing setting forth the action taken shall be signed by all of the Directors. Such action by a unanimous written consent shall have the same force and effect as a unanimous vote at a duly called meeting of the Board of Directors.

Section 8.13 - Conduct of Business - At the meetings of the Board of Directors, matters pertaining to the purposes of CTAS shall be considered in such order as from time to time the Board of Directors may determine. At all meetings of the Board of Directors, the Chair shall preside, and in the absence of the Chair, the Vice-Chair may preside. The Secretary of CTAS shall act as secretary of all meetings of the Board of Directors, but in the absence of the Secretary, the presiding officer may appoint any person to act as secretary of the meeting.

Article 9 - CHAPTERS

Section 9.1 - Chapters may be established upon request to the CTAS Board of Directors. Proof of need, ability to establish a viable chapter, and a location to conduct meetings must be included in presentation/request to the board.

Section 9.2 - Chapters may be started upon board approval. A minimum of two (2) board

members must attend meetings for a period of 6 to 12 months.

Section 9.3 - See Chapter Guidelines

Article 10 - COMMITTEES

Section 10.1 - The Standing Committees of this Corporation shall be Legislative, Program, Finance, Audit, Fund Raising, Nominating, and Community Service / Resource and any other committees deemed necessary by board.

Section 10.2 - The membership of these committees may be comprised of members from all chapters. (**SEE Chapter Guidelines**)

Article 11 - MISCELLANEOUS PROVISIONS

Section 11.1 - Fiscal Year - The fiscal year of CTAS shall be as determined from time to time by the Board of Directors.

Section 11.2 - Notice and Waiver of Notice - Whenever any notice is required to be given under provision of these By-Laws, such notice shall be deemed to be sufficient if given by depositing the same in a post office box in a sealed postpaid wrapper addressed to the person entitled thereto at his or her post office address, as it appears on the books of CTAS and such notice shall be deemed to have been given on the day of such mailing. A waiver of notice, signed by the person or persons entitled to said notice, whether before or after the time stated therein, shall be deemed equivalent thereto.

Article 12 - AMENDMENTS

These By-Laws may be altered, amended or repealed by the affirmative fifty-one percent (51%) vote of the Board of Directors at any annual or regular meeting, or at any special meeting if notice of the proposed amendment be contained in the notice of said special meeting.

Article 13 - INDEMNIFICATION OF DIRECTORS AND OFFICERS

Section 13.1 - Definitions - For purposes of this Article 13, the following definitions shall apply:

Section 13.1.a - "Director" means any person who is or was a member of the Board of Directors of CTAS.

Section 13.1.b - "Officer" means any person who is or was an officer of CTAS.

Section 13.1.c - "Expenses" include court costs and reasonable attorneys' fees and paralegal fees, expert witness fees, and costs of investigation, litigation, and appeal, actually

incurred by the person, as well as any amounts expended in asserting a claim for indemnification.

Section 13.1.d - “Liability” means the obligation to pay without limitation a judgment, settlement, penalty (including excise or similar taxes), fine, or other such obligation or expense.

Section 13.1.e - “Proceeding” means any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, arbitrative or investigative, any appeal in such an action, suit, or proceeding, and any inquiry or investigation that could lead to such an action, suit, or proceeding.

Section 13.1.2 - Indemnification of Directors - CTAS shall indemnify and shall contract in advance to indemnify an individual who is, was, or is threatened to be made a party to a proceeding because he/she is or was a Director of CTAS against all Liability incurred in the Proceeding to the fullest extent permissible under and pursuant to Act. The determination that indemnification under this Section is permissible and the evaluation as to the reasonableness of expenses in a specific case shall be made as provided by Article 1396-2.22A of Act. Reasonable expenses incurred by the Director shall be paid or reimbursed by CTAS in advance of the final disposition of the proceeding after CTAS receives a written affirmation from the Director of his or her good faith belief that he/she has met the standard of conduct necessary for indemnification under Article 1396-2.22A and a written undertaking by or on behalf of the Director to repay the amount paid or reimbursed if it is ultimately determined that he/she has not met that standard or if it is ultimately determined that indemnification of the Director is prohibited by Section 1396.2.22A(E) of Act. Such written undertaking shall be an unlimited, unsecured general obligation of the Director and shall be accepted by CTAS without reference to his or her financial ability to make repayment. The termination of a proceeding by judgment, order, settlement, conviction, or on a plea of nolo contendere or its equivalent shall not of itself determine that a Director acted in such a manner as to make him/her ineligible for indemnification. A person shall be deemed to have been found liable in respect to any claim, issue or matter only after the person shall have been so adjudged by a court of competent jurisdiction after exhaustion of all appeals therefrom. A person may be indemnified against any Liability actually incurred by the person in connection with any proceedings; but if the person is found liable to CTAS or is found liable on the basis that personal benefit was improperly received by the person, indemnification (1) is limited to reasonable expenses actually incurred by the person in connection with the proceeding, and (2) shall not be made in respect to any proceeding in which the person shall have been found liable for willful or intentional misconduct in the performance of his or her duty to CTAS.

Section 13.3 - Indemnification to Officers - CTAS shall to the same extent that CTAS is required under this Article 13 to provide indemnification and to make advances and reimbursements for expenses to its Directors, provide indemnification and make advances and reimbursements for expenses to its officers, employees and agents and any person serving any other legal entity in any official capacity at the written request of the Board of Directors of CTAS.

Section 13.4 - Entitlement to Indemnification - Every reference in this Article 13 to persons who are or may be entitled to indemnification shall include all persons who formerly occupied any of the positions referred and their respective heirs, legatees, devisees, assigns, executors, and administrators. Nothing in this Article 13, whether express or implied, is intended to confer any rights or remedies under or by reason of this Article on any persons ("Third Persons") other than the persons entitled to indemnification ("Indemnities") and their respective heirs, legatees, devisees, assigns, executors and administrators. Nothing in this Article 13, whether express or implied, is intended to relieve or discharge the obligation or liability of any Third Persons to any Indemnities or CTAS. Nothing in this Article 13, whether express or implied, is intended to give any Third Persons any right of subrogation or action over or against CTAS. Special legal counsel, if any, selected to make determinations under this Article 8 may be counsel for CTAS. Indemnification pursuant to this Article 8 shall not be exclusive of any other right of indemnification to which any person may be entitled, including indemnification pursuant to valid contract, indemnification by legal entities other than CTAS and indemnification under policies of insurance purchased and maintained by CTAS or others. However, no person shall be entitled to indemnification by CTAS to the extent he/she is indemnified by another. CTAS is authorized to purchase and maintain insurance against any liability CTAS may have under this Article 13.

Section 13.5 - Invalidity of Provision - If any provision of this Article or its application to any person or circumstance is held invalid by a court of competent jurisdiction, the invalidity shall not affect other provisions or applications of this Article 13, and to this end the provisions of this Article 13 are severable.

Section 13.6 - Amendment to Article 13 - No amendment, modification or repeal of this Article 13 shall terminate, reduce or impair the right of any Indemnities to be indemnified by CTAS from claims arising from or relating to matters occurring, in whole or in part, prior to such amendment, modification or repeal, regardless of whether such claims were asserted at the time of such amendment, modification or repeal.

Unanimously adopted by the Board of Directors on the 23rd day of September, 2010.

Chair

ATTEST:

Secretary

I hereby certify that the above and foregoing By-Laws of the Corporation were adopted as the initial By-Laws of the Corporation at a meeting of the Board of Directors held on the 23rd day of September, 2010.

Secretary

APPROVED:

Chair

Unanimously adopted and amended by the Board of Directors on the 23rd day of September, 2010.

Chair

ATTEST:

Secretary

I hereby certify that the above and foregoing By-Laws of the Corporation were adopted as the initial By-Laws of the Corporation at a meeting of the Board of Directors held on the 23rd day of September, 2010.

Secretary

APPROVED:

Chair

CTAS

CHAPTER

GUIDELINES

AND

INFORMATION

APPROVED: September 23, 2010

**Central Texas Advocates for Seniors (CTAS)
CHAPTER GUIDELINES**

Upon receiving Chapter approval from the CTAS Board of Directors, and so long as this Chapter remains in good standing with CTAS, this Chapter shall be a member of CTAS, entitled to all the rights and powers, and subject to all the duties and requirements, of member Corporations as may be stated from time to time in the Articles of Incorporation and By-Laws of CTAS, and in policy bulletins issued by the CTAS Board of Directors. Each Chapter shall have representation by the Chapter President or Secretary at the New Braunfels Chapter meeting monthly.

CHAPTER OFFICERS / DUTIES / TERMS

Each chapter shall elect a president and a secretary. The president shall be elected in even numbered years, the secretary in odd years. Each officer will serve for a term of 2 (two) years.

President - The president shall be in charge of conducting monthly chapter meetings, making the agenda, depositing and recording and reporting any funds to the treasurer, collected, and reporting to the board of directors, as needed. He/She must attend all board meetings. The president or secretary must attend the monthly meeting in New Braunfels for continuity and communication purposes.

Secretary - The secretary is responsible for recording the minutes of all chapter related meetings and forwarding them (typed) to the board secretary within 72 hours of said meeting. The secretary must communicate **ALL** chapter related business that is to be shared with the paid membership to the board secretary in a timely manner or no less than 7 days prior. The president or secretary must attend the monthly meeting in New Braunfels for continuity and communication purposes.

FEES AND DUES

The annual fee for membership in this Corporation shall be as stated in the By-Laws of this Corporation. Such fee shall be payable when a membership application is filed with the Corporation Treasurer. Immediately upon acceptance of a new member, the Corporation Treasurer shall so notify each chapter secretary.

Any member desiring to participate in multiple chapters may pay appropriate fee(s).

Membership fee for individual membership in a chapter shall be \$50.00 for one county or \$100.00 for the Tri County area. (Comal, Guadalupe, Hays).

Such dues are payable on or before January 1, of each year. All members of CTAS must have dues paid in order for them to be eligible for membership benefits. i.e. name listed on the website and participation at monthly events, voting rights, etc.

Out of each membership, \$20.00 and \$40.00, respectively, shall be retained by CTAS for CTAS to use throughout the year as designated by the board. The remainder of the chapter dues will be split accordingly between the county chapters, i.e., \$30 goes to the chapter that the individual member chooses to attend. The chapters will split the remainder of the \$60 evenly.

The remainder of the dues shall be held for use of the county chapter as designated throughout the year.

Membership dues must be paid in order to participate in CTAS events at the membership rate, i.e., resource affairs and other events sponsored by CTAS.

At the door, \$10.00 will be charged until membership dues are paid by any person/organization. Guests are welcome for **1 FREE** meeting.

MEETINGS

Regular meetings of a chapter, which shall include any business meetings of the active individual member(s), shall be held monthly except the 2nd Thursday, which is reserved for the New Braunfels Chapter.

FUNDRAISING

There will be two levels of fundraising done throughout the year. One, for the benefits, i.e. operations, special projects, and advertising, etc. of the overall Corporation (CTAS), which will be determined by the CTAS Board of Directors. Secondly, the individual chapters may set-up fundraising events throughout the year for the benefits of those individual chapter i.e. special events/programs in that chapter's location. The chapter may present a fundraising event at any time but must receive full approval of the board before announcing the event.

All funds from fundraising events shall be held in the general account maintained by CTAS. All funds collected shall be turned over to the treasurer of CTAS and tagged for that particular chapter. Any check written must come out of the general fund. The chapter must have the funds available from fundraising for that particular chapter or approval for the release of funds from the general fund to start fundraising for an event that has been approval by the CTAS Board of Directors.

MISCELLANEOUS GUIDELINES

Door prizes **MUST** be a door prize. No solicitation of business luncheons or lead-creating business shall be accepted as a door prize.

CTAS sponsored events **MUST** be approved by the CTAS Board of Directors. Any gifts, awards, trophies, announcements, flyers, and advertising **MUST** have both the CTAs logo and approval by the Board of Directors before publishing or purchase is made.

Changes to Chapter Guidelines CANNOT be made without the consent of the CTAS Board.

CTAS

SPEAKER

GUIDELINES

APPROVED: September 23, 2010

SPEAKER GUIDELINES

Thank you for volunteering to present at a CTAS monthly meeting. Here are important guidelines for preparing your presentation:

Choose a topic which is “General” in nature and applicable to all those serving the Senior population. Be Creative!

Suggested topics of concern to us all:

- Time Management
- Balance of Personal and Business Life
- Keeping the Work Place Challenging / Fresh
- Best-Practice Sharing for Marketers
- Stress-Reduction
- Establishing Priorities
- Setting Limits/Boundaries
- Good Nutrition and Exercise
- Disease Prevention
- Financial Planning / Budgeting

Suggested topics specific to Seniors:

- Caregiver support strategies
- Knowing local resources
- Specific Medical Topics (Alzheimer's, Arthritis, Heart Disease)
- Population demographics for our region
- Legislative issues affecting Seniors or the Senior-Care Industry

The presentation should last about 20 minutes. To comply with our non-profit status, use the first 17-18 minutes to present your general topic. At the end, you may 'market' your business or organization for the remaining 2-3 minutes.

When possible, include audience participation activities and engaging visuals

THANK YOU for your effort. If you have questions, please don't hesitate to contact one the Meeting Presentations coordinators listed on the Serve page of the CTAS website at www.ctasrsorg/serve.php. If you need to use a power point projector and/or laptop please contact the chapter president/ secretary at least one week prior to your presentation.