101 MANUAL MAINTENANCE PROCEDURES

INDIVIDUAL OR POSITION ACTION REQUIRED

Any Y’s Man Forward suggested amendments,

additions or deletions to

the Regional Secretary

Regional Secretary Prepare amendments to manual

periodically and sends to:

\* Club Presidents

\* Each officer in the Region

(a copy of the change for the

manual assigned to the position)

Club Presidents Assures that the amendments are

made in the manuals assigned to the Club immediately that they are

received. Uses and encourages the

use of the manual during meetings.

District Governors Reviews manuals at each club visit

to ensure that they are current and

are being used.

All Officers Upon leaving office, pass this manual

promptly to your successor.

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