

FOREWORD

This Manual incorporates changes in organization, practices, and procedures that have occurred since a similar manual was prepared in 1972.

Within the past decade or so the International Headquarters office has prepared a number of specific training booklets and manuals which provide background material not previously available in an easily referenced form. Although generally it is not intended that this manual should duplicate material in these booklets or manuals, in some cases it does, either in whole or in part. This is done in order to enclose in one book both valuable and helpful information that will provide increased knowledge to the officers in this Maritimes Region and be of assistance to them in carrying out their responsibilities.

The International and Area booklets and manuals will be referenced where appropriate and a list of them is provided as an appendix. Each incoming officer should review this list carefully in order to be aware of material available.

The effective training of officers and the efficient functioning of the Maritimes Region requires that guidance material be maintained on a complete and current basis. Also, it is necessary that this manual and all other material related to the officer's manual and all material related to the officer's position be passed promptly from the current incumbent officer to his or her replacement as incoming officer file after he or she leaves office.

Please remember that this manual is assigned to the officer's position and not the individual. Therefore, it should not be retained in an individual's personal files after he or she leaves office.

Each current officer should ensure that in accordance with the manual maintenance procedures it is amended or updated accordingly and that it contains current changes prior to passing it on to the incoming officer.

Each incoming officer should study thoroughly this manual and other material related to the position either prior to or upon taking office.

To strengthen and improve the Y's Men's movement in the Maritimes Region should be the overall objective of each officer. Therefore, I urge you to enthusiastically pursue this objective with diligence and determination. In doing so I sincerely hope that this Officers' Reference Manual will assist each of you to obtain it.

Y'sly and sincerely,

Don Rushbrook,
(RSD Training, April 1989)
and
Earl Foster,
Regional Secretary, October, 2006