

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.

