

101 MANUAL MAINTENANCE PROCEDURES

| INDIVIDUAL OR POSITION | ACTION REQUIRED |
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| 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. |

