

FOREWORD

This Manual incorporates changes in organization, practices, and procedures that have occurred since its origin in 1972 to present.

Within the past several decades 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.

This manual is done in order to enclose in one document both valuable and helpful information that will provide increased knowledge to the officers in the 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.

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

To strengthen and improve the Y Service Club movement in the Maritimes Region should be the overall objective of each officer. Therefore, we urge you to

enthusiastically pursue this objective with diligence and determination. In doing so we sincerely hope that this document will assist each of you to obtain it.

Y'sly and sincerely,

Don Rushbrook,

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