

FROM

ROTARY INTERNATIONAL  
SECRETARIAT (Central Office)  
1600 RIDGE AVE.  
EVANSTON, ILL. U.S.A.

This copy is for information and file of:

Mr. Edwin G. Bracher  
Governor, District 589, R.I.

✓ Mr. Ellis R. Bareiss  
Pasadena, Texas

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1964

6 August, 1964

Mr. Ivan E. Brown  
President, The Provisional Rotary Club  
Space Center (Houston), Texas

Dear Ivan:

A warm personal greeting upon the occasion of your recent election as first president of your club.

In honoring you, your fellow members have given you great responsibilities, but the office carries with it an unusual opportunity to contribute to the progress of your community.

You will receive a copy of "The Club President's Workbook." The first section, "Your Year," will be of most immediate value. Reading it at your first opportunity will help you organize your club.

You are probably already thinking about two important aspects of your job: becoming familiar with the responsibilities of your various committee chairmen and appraising the interests and talents of members available to fill these positions. Inserted in the Workbook is an extra set of leaflets for your committee chairmen; your personal copies of these leaflets are bound into the Workbook for your convenient reference. Before making your appointments, you will want to read your copy of each leaflet, so that you will be familiar with each position to be filled.

Enclosed with your Workbook is a card on which it is requested that you insert the name and address of your club bulletin editor. Upon receipt of this card he will receive monthly issues of "Clipsheet" to aid him in performing his duties. Your secretary will receive a catalogue listing other available tools.

Please remember that the secretariat is always ready to aid you and your fellow club officers.

With every good wish,

Sincerely,

George R. Means  
General Secretary