



Dear Representative,

This handbook was made especially for your state/area/province/country and is the **property of ICES**. The following are your responsibilities with regards to this handbook:

- Keep the handbook updated. Updates can be found at www.icesreps.com. Print a copy of the updated pages. Be sure to compare page numbers and revision dates, insert the new pages and throw away the old ones.
- If you receive this handbook information on a CD, you may wish to print a hard copy for easy access at meetings or for your Alternate Representatives.
- File recaps and meeting minutes in **Section L – Minutes/Recap** at the back of this handbook. Remember when reading recap information that it may be six months to one year behind actual revisions made.
- All forms in this handbook are **master** copies. When you need a form, please copy it and return the master to the handbook.
- Safeguard your handbook. Should it be lost or destroyed, your area membership/Chapter will be responsible for the replacement cost.
- It is suggested that you make this information available to your Alternate Representatives.
- It is imperative that you pass this handbook on to your successor.

Should your Reps Handbook be on CD, the following information applies:

- Documents are filed in Microsoft Word, Microsoft Excel or PDF format. (PDF format pages can be retrieved through Adobe Reader program).

Any questions about this handbook should be directed to the Representative Liaison.

Thank you for your cooperation!