

C O P Y

August 11th, 1932.

Col. Wm. Leggat,
Leggat, Cassils & Co . Ltd.,
132 St. James Street,
Montreal.

Dear Col. Leggat:

With reference to my telephone conversation with you in regard to the duties of the Chairman of the Budget Committee, I would like to present to you a picture of the work as accurately as I can.

The Budget Committee consists of eighteen members, half of whom are appointed by the Board of Directors of Financial Federation, and half by the agencies financed by the Federation. The technique of the election is unimportant, but the principle underlying it is of considerable importance, for by this method of election neither the financial nor the social work group, in theory, dominates the expenditure of Federation monies.

The Budget Committee is given the sole responsibility for the distribution of the funds of the Federation, and for this reason I think it is quite correct to say that the position of Chairman is one of the most important, if not the most important position in our organization.

The Chairman of the Committee is supplied with an office of his own and with a highly competent secretary who is thoroughly familiar with all the work of the Committee. Meetings are usually called monthly, except in the summer time, and at these meetings all matters of importance are dealt with. For some years now the Budget Committee has been divided into six Groups for administrative purposes. To each of these Groups are assigned four or five agencies, and the members of these Groups are expected to have special knowledge of the work of these agencies. When a question of change in policy or of increased or decreased expenditure for a particular agency comes up, the matter is referred to the Group concerned with the work of that agency. The Group is expected to investigate and turn in to the Chairman a report with a recommendation. In this way the Chairman is relieved of a great deal of detailed work.

The amount of time which it is necessary for the Chairman to devote to the work depends considerably on the personality of the Chairman himself. He has a group of active and interested laymen who are willing to accept responsibility. He has a competent secretary, and Mr. Brittle, Secretary of the Federation, and I, as Director, are constantly available for assistance. I believe under ordinary circumstances it would be possible for the Chairman to discharge his duties without averaging more than an hour a day in the office. It would also be possible for him to absent himself from the city