

It may be difficult perhaps to find the ideal man for managing solicitor, one who is tactful and discreet, systematic in his own personal affairs, possessed of the general knowledge required, and otherwise qualified for the position of an office manager and superintendent, but some one can always be found at hand who will be sufficiently capable to undertake the work until a better man is found. When the better man is found, it is time to consider a change. There is, however, one suggestion to be made here, particularly when the office is a large one—let him have a Board of Directors—we mean the assistance of the members of the firm, together with the heads of departments. In one Winnipeg office such a meeting is held every Saturday afternoon. A notice of the meeting is left the day before on the desk of each one who is to attend the meeting. The senior partner acts as chairman and the managing partner acts as secretary. The latter brings various matters requiring advice and discussion before the meeting, and makes minutes of the business transacted. These minutes are read and confirmed at the next meeting. Sometimes there is very little to be done, and business will stand over. The managing solicitor can ascertain this and the meeting can be postponed. By holding such meetings the other members of the firm are able to watch the work of the managing solicitor, aid him by suggestions, check him if necessary. When expedient, a number of copies of a resolution of the meeting may be typewritten, signed by the managing solicitor and circulated among the members of the staff concerned.