

SECRETARY AND MANAGER.

As Manager, he will have the general control and superintendence of the Establishment, under the Committee.

As Secretary, he will attend all meetings of the Committee and Active Committee—note their resolutions, and minute them in the books of their proceedings.

In all his written official communications, he will state expressly that they are made by direction of the Committee.

Besides his attendance upon the Committee, he will conduct the official correspondence of the Club; draw up reports; keep regular accounts of all the financial concerns of the Club; an account of the wine and other stores in the Stock Cellars of the Club; an account with the Butler and Housekeeper for wines and stores delivered for the consumption of Members and for the use of the Establishment; examine the accounts of the Tradesmen previously to their being submitted for final adjustment, and will pay the same when passed by the Committee.

He will ascertain that all goods and provisions delivered are in strict accordance with the orders given, and correctly charged in the Tradesmen's books, and will sign such books.

He will attend to all communications; receive information upon all subjects connected with the business of the Club, and particularly all matters relating to the Members thereof.

He will submit to the Active Committee a weekly statement of the receipts and disbursements of the Club.

He will place before the said Committee for the time being, the Receipts for payments which have been authorized by the General Committee at its previous meeting, with the exception of such as are paid directly by the Treasurer; and will pay over to the Treasurer, at least once a fortnight, all moneys received by him.

HOUSEKEEPER.

She will be responsible for the cleanliness and order of the house; the conduct of the female servants; the care of the