

discuss the matters put before it by the Executive Committee through the Secretary. Also, any suggestions or recommendations which the General Committee cared to make would be duly reported to the Executive Committee for consideration.

DUTIES OF THE ASSISTANT CURATOR
and MUSEUM ASSISTANT

A full definition of the duties of these two persons should be worked out by the responsible Executive Committee and adapted to suit the circumstances. But, generally speaking, the Assistant Curator should be responsible, as now,

- (a) for the maintenance of the Museum's contents,
- (b) for the general management of the office,
- (c) for the supervision of the files, and,
- (d) reference of all administrative points to the Executive Committee.

It should be made clear that the Assistant Curator should deal directly and only with the body responsible for the Museum, and act on its instructions. A monthly report should be submitted to the Executive Committee embodying a review of the previous month's activities and any general suggestions regarding policy which seems suitable.

The present Museum Assistant, (Miss Craig) is a trained student of history and her training should, as far as possible, be applied to the historical collection. In addition to assisting the Assistant Curator with office work, writing letters, etc., her duties should be primarily,