

Every Standing Committee shall from time to time furnish the Committee of Finance with such information as they may require, and in particular before the close of every year with a full inventory of all the property in their respective departments.

(2) *Instruction*—

A Committee on Instruction, consisting of four members of the Board who shall have supervision of the Educational Department and shall enquire from time to time into the methods pursued in the instruction of the blind in other places, and recommend such improvements as may appear proper.

(3) *Manufactures*—

A Committee of three on Manufactures to supervise the Manufacturing Department, supply that department with raw material, and dispose of the articles manufactured.

(4) *House*—

A House Committee of three on supplies, repairs and improvements, to have supervision of all matters connected with the supply of provisions, clothing and other necessaries; the regulation of the domestic arrangements of the Institution, and the care of the building and grounds.

(5) *General Duties*—

Each standing Committee shall visit the Institution at least once a month, and arrange for one of their number to do so weekly. They shall have the entire and exclusive control, subject only to the full Board, over the department allotted to them; shall keep a book at the Institution in which all their proceedings shall be entered, and especially all requisitions, instructions, or orders given to the Superintendent or other officers shall be clearly set down therein for the prevention of any misunderstanding regarding the same. The Chairman shall be bound to see that the duties of his Committee are in every respect fully performed, and shall furnish the Board whenever required with the minutes of their proceedings and all other information desired.

#### VI.—DUTIES OF THE TREASURER.

The Treasurer shall have charge of all funds and securities belonging to the Institution, and shall be *ex-officio* a member of the Committee of Finance; shall deposit all moneys of the Institution, on receipt, in some bank approved by the Managers, to the credit of the Institution, and pay by cheques drawn thereon all bills certified by the Chairman of any standing Committee. He shall present at every stated meeting in each year a full report for the year, and in such form as the Board may prescribe.

#### VII.—DUTIES OF CORRESPONDING SECRETARY.

The Corresponding Secretary shall conduct the general correspondence of the Institution, and submit the same at each stated meeting of the Board. He shall file at the Institution all letters

recd  
him  
the

T  
of tl  
pare  
the  
the  
H  
direc  
H  
reco  
tion  
custo  
Boar  
W  
tion  
In  
to ac

(1) G  
Yo  
ages  
by pa  
ments  
sum s  
medic  
and p  
The  
regula

(2) Sp  
The  
admiss  
or reft  
be con

(3) Da  
The  
such to

(4) For  
Appl  
Secrets  
accord