

D.D.P., Rev. Ansley Wooley, Glen Myer.
D.W.A., Mrs. D. B. Livingstone, Tilsonburg.
D.S., John A. McDonald, Tilsonburg.
D.T., Vernon Chute, Corinth.
Chap., Wm. A. Byerley, Courtland.
Con., Miss Bertha Topping, Avon.
Sent., Jas. Flaherty, Putnam.
Supt. Y.P.W., Mrs. Livingstone, Putnam.
There are 10 Divisions in the District.

Ways and means of propagating work were discussed and some drastic resolutions drawn up relating to the coming plebiscite. In the evening a public meeting was held in the Methodist church. The retiring patriarch, Mr. Geo. Ault, of Vienna, presided in his usual happy manner. The address of the evening was that of the G.W.P., Mr. Walton, who is the youngest man ever elected to the head of the S. of T. in Ontario. Rev. J. H. Robinson gave the very fine address on "The goring ox" which he delivered at Salford on Wednesday of last week and his eloquence stirred the audience deeply. Rev. Mr. Wooley also spoke happily, but briefly. Three pretty choruses were given by members of the young crusaders: a beautiful solo by Miss Evelyn Murphy, also one by Miss Millicent Robinson; Mrs. F. B. Tillson contributed a fine organ solo; Miss Topping of Avon, gave a recitation in excellent style, and Mrs. R. Woods also gave a recitation with an expression which proved her to possess elocutionary talent of no small degree.—*The Observer*.

LIST OF TORONTO DIVISIONS, AND NIGHT OF MEETING.

Ontario Division, No. 20—Monday, Woolsley Hall, Cor. Yonge and Gerrard Sts.
Coldstream Division, No. 212—Tuesday, Broadway Hall, 450 Spadina Avenue.
Excelsior Division, No. 28—Thursday, at 100½ Bathurst St.
Harmony Union Division, No. 44—Thursday, Douglas Hall, Cor. Bloor and Bathurst Sts.
St. Albans Division, No. 211—Friday, McMath's Hall, Corner Queen and O'Hara Avenue.
Orient Division, No. 213—Friday, Prospect Hall, Cor. Prospect and Ontario Sts.

DISTRICT DIVISION DIRECTORY.

Leeds—D.W.P., C. E. Tennant; D.S., Arthur Lakely, Seely's Bay.
South York—D.W.P., Geo. E. Buck, 74 O'Hara Ave., Toronto; D.S., A. Gowler, 113 O'Hara Ave., Toronto.
East Simcoe—D.W.P., James E. Hart, Shanty Bay; D.S., R. W. Metcalfe, Hawkstone.
Elgin—D.W.P., Rev. A. Wooley, Glen Myer; D.S., J. A. McDonald, Tilsonburg.
Lincoln—C.W.P., Jas. A. Wiley, St. Catharines; D.S., A. E. Adams, "
East Grey—D.W.P., Dr. Cummings, Thornbury; D.S., Fred Dickinson, "
Peel—D.W.S., Mrs. A. Spiers, Elmbank; D.S., A. E. Treadgold, Brampton.
Lennox & Addington—D.W.P., J. T. Howell, Napanee Mills; D.S., Geo. Rowison, Newburgh.
Halton—D.W.P., D.S., "
North Ontario—D.W.P., Geo. Miller, Greenbank; D.S., R. Cragg, "
Renfrew—D.W.P., J. B. Ferguson, Admaston; D.S., John Brisco, Northcote.

DUTIES OF OFFICERS.

THE RECORDING SCRIBE.

The duties of the Recording Scribe are defined in the Installation charge and in the Constitution and By-laws. In short, they are chiefly to keep the records and conduct the correspondence of the Division.

It is important that this officer be intelligent and well posted. Often it has occurred that a Division after giving proper consideration to an important matter has discovered when too late that the Recording Scribe did not know that it was his duty to communicate the action of the Division to the parties interested.

One striking instance comes before me at this moment in which an enterprising Division got up a grand union picnic and had excellent plans made, and everything was well carried out on their parts, but to their chagrin they discovered when they arrived at the grounds that the Recording Scribe had omitted to notify the other Divisions. This office can only be filled perfectly by a person of superior intelligence and training, and it affords a splendid opportunity to anyone who wishes to improve their abilities. Your Division will often be judged by the character of the correspondence sent from it.

THE MINUTE BOOK.

Roll of Officers.—In the front of the book it is well to leave several pages for this purpose and to record their attendance. The roll of officers should be properly filled in after the election and installation, or on the night of institution of a new Division. Thirteen spaces should be ruled after the names for marking attendance or absence as the case may be of each officer.

The Minutes.—The Recording Scribe should provide himself with sheets of blank paper or a scribbler on which to make full memoranda of the proceedings at the meetings, and from these write up the records at leisure; but he should always have the minutes of one meeting written up before the next. No person can make a presentable minute book if they enter the business direct in the book, and this practice leads to error, for often rather than erase or cross out, an incorrect entry will be allowed to stand. The record should be clear and concise, and in the order in which the proceedings occur. State the time and place of meeting, name the presiding officer and the names of officers present at roll-call, those who arrive subsequently and those who are absent. Note that the minutes of the previous meeting were read, the omissions or corrections, if any, and finally approved.

The Worthy Patriarch on declaring the minutes approved should attach his signature with the date of approval. Then follows the Order of Business as per Ritual. Propositions for membership with the name of proposer should be given; the names, the committee on character, their report, and the result of the ballot should appear. Give synopsis of reports of special and standing committees, present bills and communications from the District or Grand

Division or other letters, and record the action of the Division thereon. All accounts, reports, and communications should be systematically filed for future reference. See that business not completed at former meetings is called up for disposal under the order of "Unfinished Business." Under head of New Business state the needs of the Division for stationery or supplies, etc.

It is not necessary to report speeches, and under "Good of the Order" merely note the names of the speakers and subjects discussed. Note also the names of visitors from sister Divisions if any. At the close of the Division put down the number of members present and the receipts of the evening as reported by the Financial Scribe.

When it is the desire of the Division that the Official Organ "THE RECORD" be sent to the address of each of the members, it is the duty of the Recording Scribe to furnish Bro. A. Gowler, mailing agent, 113 O'Hara Ave., Toronto, with a legibly written list of the names.

Orders on the Treasurer are drawn by the Recording Scribe, but only on vote of the Division as provided in the Constitution and Laws, except for remittances of per capita tax to the Grand Division. All orders should be countersigned by the Worthy Patriarch. Never tear an order from the book till the stub is properly filled in; then you will never be at a loss for information as to any particular no matter when called upon therefor.

In conclusion, we say to all Recording Scribes, take a pride in your work. See that the Division provides a respectable minute book and other stationery, and then keep them in a creditable manner. Be punctual and regular in attending the meetings of your Division and prompt and courteous in the transaction of business.

TO OUR FRIENDS.

Over 700 subscriptions expired with last issue; we hope all those will be renewed—do not defer sending in your names. We are doing our best to make the paper acceptable and it means a great deal of tedious work. *Do your part.*

Vienna Div. was the first to send in a list of 20 subscribers.

Our paper is well received in some distant fields. One of the first orders to be booked was a subscription for 10 copies from Florida.

Our price is so low that we cannot allow commissions to canvassers further than the club rate. Any one may get a paper free for themselves by getting 4 subscribers at 25c. each.

Do what you can to circulate our paper. Canvass those outside the Order as well; the paper should be a welcome visitor to many temperance homes.