

persons in the Hospital, as the Directors shall direct, with a copy thereof; and he shall report on the same to the Directors annually.

10. He shall keep in some safe place, to be provided for the purpose, all the deeds, leases, contracts, accounts, receipts, reports, books, plans, and all other documents of or relating to the Hospital.

11. He shall take charge of all clothing, money and effects of the patients dying in the Hospital, which may not be claimed by the family, relatives, or connections of the deceased, or by any other person authorized to receive the same.

12. He shall sign all cheques drawn on the Bank for money; and he shall also sign all deeds, leases and contracts of or relating to the Hospital or the property thereof.

13. He shall pay the salary and wages of the other employees, and he shall receive his own salary at the same time as the other employees are paid.

14. He shall keep an employee's receipt book, in which all moneys paid to the employees shall be entered, and in which they shall be required to receipt the same as they are respectively paid.

15. He shall publish in such of the city papers as will insert the same, the names of the visiting Directors and visiting Medical Officer for the week.

VI.—THE STEWARD.

1. The Steward shall have charge and supervision of the whole domestic economy and management of the Hospital and servants, under the direction of the visiting committee of the week.

2. He shall visit the respective wards every morning, and at all times when he may think it necessary, and when instructed to do so by the Medical Officer, and be prepared to report to him the state of the patient since his last visit; and it shall be his duty to see that the prescriptions and directions of the Medical Officer are regularly attended to, the medicines administered carefully and without delay.

3. In any case of a dangerous nature, the Steward shall give immediate notice to the proper Medical Officer, and if he cannot be found, to the other Medical Officer of the Hospital.

4. He shall allow no patient to be removed from one bed or ward to another, without the order or permission of the attending Medical Officer, unless in case of necessity or emergency.

5. He shall not admit any patient (except as herein provided), nor shall he discharge any patient, unless in case of absolute necessity, unless by and with the approval of the visiting Medical Officer.

6. He shall not be absent during the regular visiting hours of the Medical Officer; and when at any other time he has occasion to leave the Hospital, he shall leave word with the person in charge where he is to be found. He shall not sleep out of the house without the permission of the Medical Officer or the visiting committee of the week.

7. He shall deliver no medicines which are not ordered by the Medical Officer attending; nor shall he permit any medicines to be taken out of the Hospital except by out-patients.