

PERSONNEL

APPENDIX "H".

CENTRAL OFFICE AND STAFF.

The staff of the Society at the present time with position and duties, date of appointment, initial and present salary is as follows:-

<u>Name</u>	<u>Description of Position.</u>	<u>Initial and present salary (Annual)</u>	<u>Date of appointment.</u>
C. P. Meredith	General Secretary	\$ 1,200.00 3,000.00	Aug. 11, 1925.
Miss Kehoe.	Clerk-Stenographer Stenographic work for General Secretary in regard to correspondence etc., and also for Mr. Inch for "Interdependence" when required. Cutting of stencils for reports, Minutes, Press Bulletins, Financial Statements, etc. Assisting with multigraphing and mailing "Interdependence". Typing notices, reports and statistics. Fyling of correspondence and assisting when necessary with mailing, assisting with proof reading etc., etc.	832.00 1,200.00	Mar. 26, 1923
Miss Edwards.	Book-keeper In charge of book-keeping, preparation of financial statements, monthly and quarterly, also Geneva Summary account. Preparation of quarterly statements for branches. Preparation of statistics, etc. Issuing receipts for all money received. In charge of banking. Noting in triplicate serial numbers on receipt cards, membership cards and original letters sent in by members. Fyling of all membership letters received other than branches. In charge of petty cash and stamps. Preparation of budgets, financial reports etc. Assisting when necessary with proof-reading and mailing of "Interdependence", etc., etc.	\$ 832.00 1,200.00	Nov. 28, 1923
Miss Robinson.	In charge of publications. Filling orders for League, I.L.O. and other publications. Ordering from Geneva and elsewhere all publications required. Filling requests for free literature from teachers, students, etc. Answering questions and advising enquirers. Preparing statements for Geneva, I.L.O. etc. Typing and sending out invoices and in charge of all correspondence pertaining to publications. Keeping daily journal of all literature sent out. Fyling of all correspondence pertaining to publications. Sending out catalogues of Geneva, I.L.O. and other publications to selected lists. Assisting with the proof-reading and mailing of "Interdependence." Preparing and checking mailing lists for Geneva and I.L.O. and assisting with mailing and multigraphing etc., etc.	\$ 520.00 780.00	Oct. 28, 1928