

THE SECRETARY.

48. In addition to the duties of the Secretary under any Statute—

(1) He shall keep the minutes of the proceedings in Convocation, with a proper index thereto, and record the names of the Benchers present; make up the journals, conduct all necessary correspondence, prepare all necessary diplomas, certificates, and other documents appertaining to his department, and perform all other services incidental to the office.

(2) He shall after each Term cause to be published in such manner as may be directed, and also to be sent to each of the Benchers a *resume* of the business of Convocation during Term, under the superintendence of the Journals and Printing Committee, which shall include:—

- (a) The names of all Benchers elected or appointed during the previous Term.
- (b) The name of the Treasurer (if any) elected during such Term.
- (c) The names of all gentlemen upon whom the Degree of Barrister-at-Law was conferred during such Term, or who received a Certificate of Fitness.
- (d) The names of all members admitted into the Society as Students-at-Law, with the date, class, and order of their admissions.

(3) He shall forthwith, after each Examination, post in a conspicuous place in the Hall, a list, showing the names of the successful Candidates.

(4) He shall, between the first and tenth days of March preceding the day of election of Benchers, send by mail the form of voting paper for the election of Benchers required by the Statute to each member of the Bar entitled to receive such voting paper.

49. The Secretary, under the direction of the Finance Committee, shall have the general charge of the Society's grounds and buildings, and shall perform the duties mentioned in Rules 56 to 59 both inclusive.