

for the preceding year to be laid before the said Meeting.

#### SECTION 4th.

##### *Of the Secretary.*

The Secretary shall attend all Meetings of the Board of Governors, take minutes of the proceedings of each Meeting, and transcribe the same into a Book.

He shall at each Meeting of the Board read the proceedings of the last Meeting.

He shall keep another into it he shall transcribe the minutes of the of Management, which Meeting it shall attend.

Through the Secretary all communications of whatsoever nature shall be made to the Board of Governors, and by him from the said Board to the Public, or any department of the Hospital.

He shall, within two days after the Election of the Governors, or other Officers of the Hospital, give notice thereof to the different persons so Elected.

On the day preceding each and every Meeting of the Board of Directors (Special or Stated) it shall be his duty to send notice of the time and place of each Meeting, to each Director and Medical Officer of the Hospital.

He shall, twenty days before any Election of Governors, hang up a notice in the Committee Room