

VII.

The Secretary shall notify and attend all Meetings of the Society, keep a fair and correct record of the proceedings, and do all the necessary and customary writing connected with her office.

She shall commence the business of each Meeting of the Managers, by reading the Minutes of the preceding Meeting, with the Reports of the Committee, Treasurer, and Matron. She shall prepare an Annual Report of the proceedings of the Society, to be read at the Meeting on the first Tuesday in October of each year, and she shall, after each Meeting of the Board of Managers, inform the Superintendent or Matron of any instructions for her guidance, and any new Rules relative to her duties.

VIII.

The Secretary to the children shall attend all Meetings of the Board of Managers, and shall keep a register of the children under the following heads, viz., number, name of child, age, when admitted, names of parents, religious denomination of parents. By whom recommended, date of admission, date of dismissal, to whom indentured, No. of indenture, profession and residence, religious denomination of parties to whom indentured by whom recommended, age when indentured, date of expiry of indenture, remarks.

She shall execute and take charge of the Indentures, collect the indenture fees, shall keep an account of the moneys, deposited in the Savings Bank for the benefit of the children and report thereon for the Finance Committee to audit, and shall, at least once in a year, enquire by writing into the condition and welfare of the children indentured, should the persons to whom they be indentured fail in their promise of reporting to the Society. She shall make a report of the proceedings of the month at each Monthly Meeting.

IX.

The Treasurer shall attend all Meetings of the Board of Managers, shall take charge of all moneys, stocks, bonds and deeds, the property of the Corporation; keep clear and distinct accounts of all moneys received and paid, shall keep lists of the subscribers and donors, shall submit an abstract of the financial position of the Society to the Board at each of its Monthly Meetings, shall furnish a full statement of the financial condition of the Society, receipts and disbursements for the year, with vouchers to the Secretary, not less than three days previous to the Annual General Meeting.