

VI.—SECRETARY OF TRUSTEES.

24. It shall be the duty of the Trustees of each section to meet as soon after the annual election or appointment of Trustees, or a Trustee, as practicable, and appoint one of themselves, or some other person, to be Secretary to the Board of Trustees, and to provide him with a suitable blank-book, and instruct him to keep therein and carefully preserve a correct record of all the doings of the Board.

25. The Secretary of the Trustees shall give a bond to Her Majesty, with two sureties, in a sum at least equal to that to be raised by the section during the year, for the faithful performance of the duties of his office; and the same shall be lodged by the Trustees with the Clerk of the Peace for the county or district.

26. The Secretary shall be entitled to receive 5 per cent. commission on all sums collected by him or under his direction, for the support of the school, or schools, including expenditure for rents, repairs, furniture, out-houses, fuel, maps, apparatus, and salaries, except in cases where payment shall be voluntarily made, when he shall make a deduction to persons making such payment of two and a half per cent. from his commissions; and he shall be entitled to two and a half per cent. on all sums collected by him, or under his direction, for the purchase or erection of a new school-house, or houses, and for the purchase or improvement of school-house grounds.

27. The Secretary's duties, to be performed under the direction of a majority of the Trustees, either by the Secretary in person, or under his direction, shall be as follows:

(1.) To keep the accounts, moneys, and records of the Board, and to collect and disburse all school moneys.

(2.) To keep the school house or houses in good repair, and supply the same with comfortable furniture, out houses, fuel, prescribed school books, maps, and apparatus.

(3.) To promptly supply to the Teacher, or Teachers, copies of the school register prescribed by the Council of Public Instruction, and carefully preserve the old registers.

(4.) To keep a faithful record of any school books, maps, or apparatus that may at any time be procured from the Superintendent, and of the disposal of the same.

(5.) To present the Teacher with a copy of the inventory of the school property under his or her charge, and renew the same from time to time.

(6.) To take due care of the library books of the section, and see that the same are managed in conformity with the regulations of the Council, and generally transact any business of the Board, as directed by a majority of the Trustees.