

the consumption of members and for the use of the establishment; examines the accounts of the Tradesmen previously to their being submitted for final adjustment, and pays the same when passed by the Committee.

He ascertains that all the goods and provisions delivered are in strict accordance with the orders given, and are correctly charged in the Tradesmen's Books, and he signs such books.

He receives information upon all subjects connected with the business of the Club, and particularly all matters relating to the members thereof.

He submits to the Committee a weekly statement of the receipts and disbursements of the Club.

He places before the Committee the receipts for payment which have been authorized by the Committee at its previous meeting, with the exception of such as are paid directly by the Treasurer, and deposits moneys received by him in the Bank. He enjoys all the privileges of the Club if he is a member.

BOOKKEEPER.

The Bookkeeper has control of the office under the Secretary, and shall attend to all work appertaining to the office.