

scribers and Donors, and shall receive all moneys and ^{Duties of the Treasurer.} keep an account of the same and of the disbursements, an abstract statement of which shall be presented to the Managers at each of their monthly meetings, and a full statement, with the vouchers of all receipts and disbursements for the year, shall be given to the Managers, to be audited by them, not less than eight days previous to each annual meeting of the Society. The Treasurer shall also inspect and certify the account of the Matron previous to each monthly meeting, and pay no bill without an order of the Manager at such meeting.

VIII. The Secretary shall keep a list of the Managers, ^{Duties of the Secretary.} and give them notice of the monthly meetings. She shall commence the business of each meeting of the Managers by reading the minutes of the preceding meeting, and the statement of the Treasurer. In case of the sickness or absence of the Secretary, a Secretary *pro tem.* shall be chosen by the Managers from among themselves at such meeting. The Secretary shall keep a record of the children's names and ages, the place of their birth, the religious profession of their parents, and the time and circumstances under which each child enters and leaves the house; and shall, at least once in twelve months, enquire, by writing or otherwise, into the state of the children apprenticed by the Society, and, should the person who becomes responsible for the superintending care of them neglect to fulfil the promises made, she shall inform the Managers thereof. The Secretary shall keep such other books and records as the Managers may require, and conduct the correspondence of the Society. She shall place in the room in which the Managers meet the names of the Managers, with their places of abode, that any person may know to whom to apply respecting the admission or taking away of any of the children. And, lastly, she shall prepare an annual report of the proceedings of the Society, to be approved of by the