

keep proper accounts, and whenever required by the Committee shall submit a statement showing the financial position of the Club, and his books shall always be open to the inspection of the Committee.

SECRETARY.

The Secretary shall have the general control and superintendence of the establishment under the Committee, and shall attend all meetings of the Committee, note their resolutions and minute them in the book of their proceedings.

In all his written official communications he shall state expressly that they are made by direction of the Committee.

Besides his attendance upon the Committee, he shall conduct the official correspondence of the Club, draw up reports, keep regular accounts of all the financial concerns of the Club, an account of the wine and other stores in the stock cellars of the Club, and an account with the Steward for wines and stores delivered for the consumption of members and for the use of the establishment.

He shall ascertain that all goods and provisions delivered are in strict accordance with the orders given and correctly charged in the tradesmen's books.

He shall attend to all communications, receive information and complaints upon all subjects connected with the affairs of the Club.

AUDITOR.

The Auditor shall make a complete audit of