

Secretary-
Treasurer

record the minutes of the same. He shall keep a true and faithful record of all financial transactions and submit the same. He will take charge and be responsible for care of any personal effects or valuables of deceased men confided to his charge. He shall act on all committees at which financial matters are concerned. He will deposit all monies in the Bank of Montreal, to the credit of the Fund and see that the pass book is duly and carefully posted. He will conduct all correspondence. He will verify invoices and prepare warrants and cheques, to the amount of value received by the Fund from parties with whom it has entered into account. He will forward the warrants and cheques to any two of the Trustees for their signature, always informing them of the bank balance. Should the Trustees (with whom all monies are placed in trust, and two of whom at least must at all times sanction withdrawals) refuse to sign a cheque, he will immediately notify the President, who will decide as to the advisability of calling an emergency meeting, or of instituting an inquiry thereto at a subsequent executive meeting. The Secretary-Treasurer shall also make collections from contribution boxes, in company with the person in charge of the

Authority for
Withdrawal
of Money