

SECRETARY.

It shall be the duty of the Secretary to keep a correct journal of all proceedings of Official Meetings ; shall give notice to all absent persons affected by any resolution passed ; shall call the Teachers' Roll at the opening of the School ; shall renew the Class-Books ; keep a record of all the Officers, Teachers, and Scholars, with the date of their entering and leaving School ; keep an account of all moneys received and expended ; prepare a Report for the Annual Meeting ; and attend to any other duties, as directed by a Teachers' Meeting, or the Superintendent.

TREASURER.

It shall be the duty of the Treasurer to receive all moneys belonging to the School, and keep an account of the same ; shall pay all accounts, when approved by the Teachers' Meeting ; and shall at any time when requested give a statement of the state of the funds.

LIBRARIAN.

It shall be the duty of the Librarian to be present five minutes before the opening of the School, to supply all the Classes with Books, and see that the Books are properly collected and packed away. He shall keep a Catalogue of all Library Books, and distribute them to the Scholars, as directed by the Teachers' Meeting, taking care to report monthly to the Superintendent any books not returned to him at the proper time by Scholars or Teachers.

TEACHERS.

6th. It shall be the duty of all teachers to be at the head of their respective classes five minutes before the opening of