

VI The duties of the Secretary shall be the following:

1. (a) To send out notices of committee meetings.
(b) To keep the minutes of the Executive Committee, the Accessions Committee, and the Administrative Committee.
2. She shall have no vote on any of the committees nor shall she express her opinion on matters before the committees unless referred to.
3. To answer all correspondence that does not need to be referred to any of the committees and to keep such letters suitably filed with carbon copies of her replies.
4. To receive and bring before the Accessions Committee at its next meeting all material offered as a gift, loan, or for sale. (See IV.4.a).
5. To return, without delay, with a suitable letter, material rejected by the Accessions Committee.
6. To acknowledge with thanks, on an engraved form similar to that used by the Library and the Redpath Museum, all presentations to the Museum.
7. To obtain the signature of the Chairman of the Accessions Committee approving all bills rendered for objects purchased by that Committee before forwarding these bills to the Bursar for payment.
8. Bills shall be forwarded to the Bursar by the 15th of each month, so that they may be included in the monthly statement.
9. A statement of any expenditures approved by the Committee for which a bill has not yet been received shall be presented at the same time as "orders outstanding."
10. To keep an accession book in which she shall enter for each object already in the Museum and for all future donations or purchases authentic information as to identification, source, history, donor, and value. (See IV.4.e).
11. To have typed suitable labels giving a summary of this information.