

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

Besides his attendance upon the Committee, he will 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, an account with the House Steward for wines and stores delivered for the consumption of Members, and for the use of the Establishment; examine the accounts of the Tradesmen previously to their being submitted for final adjustment, and will pay the same when passed by the Committee.

He will ascertain that all goods and provisions delivered, are in strict accordance with the orders given, and correctly charged in the Tradesmen's Books, and will sign such books.

He will attend to all communications, receive information upon all subjects connected with the business of the Club, and particularly all matters relating to the Members thereof.

He will submit to the Committee, when required, a statement of the receipts and disbursements of the Club.

He will place before the said Committee for the time being, the Receipts for payments, which have been authorized by the General Committee at its previous meeting, with the exception of such as are paid directly by the Treasurer; and will pay over to the Treasurer, at least once a fortnight, all moneys received by him.

House Steward.

The House Steward will constantly reside in the Club-House, and will have the custody of the Supply Cellar, Plate, Cutlery China, Glass, &c. He will have the general control and superintendence of the Men Servants in his department, and be responsible for their conduct and cleanly appearance, and in case of misconduct will report the same to the Secretary.

He will be charged with all deficiencies which may occur in the Stock of Wine, Liquors, &c., placed under his custody.