

Board of Managers and of the Executive Committee, and prepare the annual report. She shall hand over all the papers to her successor.

ARTICLE VI.—It shall be the duty of each Superintendent:

1st. To divide her Division into Districts, and to obtain one Presiding Lady for each District.

2nd. To secure a room, if practicable, for a depository, to supply it with goods, and to see that a responsible person is appointed to attend there, when necessary.

3rd. To see that Presiding Ladies are furnished with suitable collecting books, each of which must be headed with the boundaries of District and signed by the Superintendent and collectors. These must have the name of the Relief Society of Toronto printed on the cover.

4th. To draw from the Treasurer the money necessary for cash payments in her Division, giving a receipt for the same, and presenting before the next monthly meeting an account of that expenditure.

5th. To check all bills ordered by her, and to see that the same, as well as the account of the money drawn for cash payments, are presented to the Treasurer previous to the monthly meeting of the Board of Managers, and within one month of their being incurred.

6th. To arrange with the Treasurer on some day immediately preceding each monthly meeting the accounts of her Division, that the Treasurer's statement may be duly prepared.

7th. To receive reports of their Districts from her Presiding Ladies, and make a synopsis of these, with list of impostors, for the monthly meeting of the Board of Managers.

8th. To state the number of reports and cards she needs for her Division and see that all the subscribers in the same are supplied with a copy early in the winter. She shall consult with her Presiding Ladies as to the best mode of doing this, and see that it is carried out.

ARTICLE VII.—It shall be the duty of each Secretary of a Division:

1st. To attend at Depository weekly, see that the books of registration there are properly kept, and take notes of any orders sent in by Presiding Ladies since last meeting.

2nd. To render to Superintendent a monthly account of goods received and distributed, with remarks as to character of recipients, etc.

3rd. To send out notices of special meetings in the Division, keep the minutes of these as well as all regular meetings, and send out a monthly list of impostors to the Secretaries of other Divisions.

ARTICLE VIII.—It shall be the duty of each Presiding Lady:

1st. To arrange a sufficient number of Visitors and Collectors in her District, and to see that the work is promptly and systematically done. To receive all moneys collected in the District, and hand them to the Superintendent, along with lists of subscriptions and donations, prepared for the printer; all amounts under twenty-five cents being added together under the heading of "Small Sums," and contributions from friends being added together under "Friends."

2nd. To send all applicants for relief to the Visitor of Section in which applicant resides, and see that each case is thoroughly investigated.

3rd. To find work, when possible, for applicants for relief.

4th. To report all cases at the weekly meeting of the Presiding Ladies of the Division, but in cases of *emergency* to give relief without waiting for a meeting.

6th. In case of absence or sickness during a season, to provide a substitute.