

(2) *Instruction*—

A Committee of Instruction, consisting of four members of the Board, who shall have supervision of the Educational Department, and shall enquire from time to time into the methods pursued in the instruction of the blind in other places.

(3) *Manufactures*—

A Committee of three on Manufactures to supervise the Manufacturing Department, supply that department with raw material, and dispose of the articles manufactured.

(4) *House*.

A House Committee on Supplies, Repairs and Improvements, to have supervision of all matters connected with the supply of provisions, clothing and other necessities; the regulation of the domestic arrangements of the Institution, and care of the building and grounds.

(5) *General Duties*—

Each Standing Committee shall visit the Institution at least once a month and arrange for one of their number to do so weekly. They shall have the entire and conclusive control, subject only to the full Board, over the department allotted to them; shall keep a book in the Institution, in which all their proceedings shall be entered, and especially all requisitions, instructions and orders given to the Superintendent or other officers shall be clearly set down therein, for the prevention of any misunderstanding regarding the same. The Chairman shall be bound to see that the duties of his committee are in every respect fully performed, and shall furnish the Board whenever required with the minutes of their proceedings, and all other information required.

## VI.—DUTIES OF THE TREASURER.

The Treasurer shall have charge of all funds and securities belonging to the Institution, and shall be *ex officio* a member of the Committee of Finance; shall deposit all moneys of the Institution, and pay by cheques drawn thereon all bills certified by the chairman of any Standing Committee. He shall present at every stated meeting in each year a full report for the year, and in such form as the Board may prescribe.

## VII.—DUTIES OF THE CORRESPONDING SECRETARY.

The Corresponding Secretary shall conduct the general correspondence of the Institution and submit the same at each stated meeting of the Board. He shall file at the Institution all letters received by him or the Board, and copies of all letters written by him, and keep the same under his charge for the exclusive use of the Board.

## VIII.—DUTIES OF THE RECORDING SECRETARY.

The Recording Secretary shall keep a record of the proceedings of the Board, and enter the same in Book of Minutes; shall prepare and issue all notices required in conducting the business of the Institution; and communicate all resolutions of the Board to the Committee or officer affected thereby.

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