

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 Active Committee a weekly 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.

He will account daily with the Secretary for all moneys received from the Members for supplies.

He will make the established charges for all Provisions, Wines, etc., and cast up and receive from the Members the amount of their Bills.