

## FINANCIAL SECRETARY'S DUTIES

Sec. 3.—The Financial Secretary shall keep a true and proper account between the Local and its members, collect all moneys due the Local, pay all bills and assessments ordered by the Local, getting proper receipts for same, report to the Local at each meeting the amount collected and expended, and turn over balance to the Treasurer, taking his receipt for same. He shall make a quarterly statement of receipts, expenditure and balance, and deliver his books to the auditing committee when so desired. He shall see that the Local is kept in good standing with the Trades and Labor Congress of Canada and the Trades and Labor Council of Winnipeg, forwarding all reports to the respective secretaries and receiving receipts for same; and for the faithful performance of his duties he shall receive a salary of \$48.00 (forty-eight dollars) per year, payable monthly.

## RECORDING SECRETARY'S DUTIES

Sec. 4.—It shall be the duty of the Recording Secretary to keep a correct account of the proceedings of the Local, to call the roll of officers, to take charge and conduct all correspondence, to supply to the Western Labor News all items of interest affecting the Local, subject to the approval of the Executive Board. He shall keep in his possession what shall be known as the Scrap Book, which will contain all newspaper cuttings taken from the Press, and which have reference to this Local, the Winnipeg Police Department, or any other Police Department, all such cuttings to be dated and the newspaper from