

For the despatch of business the Committee will, at each weekly meeting, appoint two of their number to be called the "Active Committee" to superintend the ordinary business of the Club and submit a weekly report of their proceedings.

SECRETARY AND MANAGER.

As Manager, he will have the general control and superintendence of the Establishment, under the Committee.

As Secretary, he will attend all meetings of the Committee and Active Committee—note their resolutions, and minute them in the books of their proceedings.

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.