

Alphabetical Index specifying the general substance of such proceedings.

27th. He shall keep also an Alphabetical Index, for reference of the names of persons relieved by the Weekly Directors.

28th. He shall keep distinct lists, in a printed form, of all applicants for passages or conveyance, under the Provincial Act; and of all persons applying for relief from the subscription funds of the Society.

29th. He shall attend every day at the office from Ten o'clock in the forenoon to Four o'clock in the afternoon, to receive application for passages or relief, which he shall class as above mentioned; and shall lay the claims before the Weekly Directors at the next sitting.

30th. He shall also keep a printed form, filled up with the names of the heads of families or persons, to whom passages, or means of conveyance, clothing, medical aid, provisions, or orders for shelter shall have been granted, distinguishing the various kinds of relief, as the case may be.

31st. The minutes of the proceedings of the Society, and such printed lists to be open to the inspection of the Committee of management and of the Weekly Directors.

32d. The Secretary shall carry on the Correspondence of the General Committee of Management, and shall apply for and keep in his custody, all Books, Papers and Correspondence of the Society, under its former and present organization, and shall deposit them in the office of the Society, in such manner and under such arrangement, that easy reference may be had thereto.

33d. The Secretary shall visit the shed, barrack, or depot of the Society, if such there be, thrice a week, and report the state thereof; and any complaints which may be made, or abuses that exist, to the Weekly Directors.

OFFICE OF THE SOCIETY.

34th. The Recording Secretary shall engage, under the authority of the Committee of Management, a suitable House, or Rooms for an Office, at which all General and other meetings of the Society, Committee of Management, Sub-Committees, and Weekly Directors shall be held, and all business of the Society transacted.