

Board, and disburse it as provided. He shall also give security as required by law.

2. He shall attend *ex-officio* all meetings of the Board, and of the Standing Committees; sign all money orders and cheques, and take receipts therefor.

3. He shall make returns of all salaries; make out all orders for payment, and keep full accounts of all receipts and expenditure.

4. No sum whatever shall be drawn from the Bank, but by cheque payable to the payee, signed by the Secretary-Treasurer, and countersigned by the Chairman of the Board,—and in the absence or illness of the latter,—by the Chairman of the Committee on Finance.

5. He shall be present in his office from 11, a.m. to 12, noon, on the first Wednesday of every month, for the transaction of business.

XIII.

DUTIES OF THE ASSISTANT SECRETARY.

1. He shall attend all meetings of the Board, and of the several Standing Committees, and take and record minutes of the proceedings of such meetings; he shall keep a book of accounts, shewing the Income, Expenditure, and Liabilities of the Board.

2. He shall conduct all correspondence, not specially within the department, or arising directly out of the duties of the Inspector.

3. He shall receive, and submit all documents for the Board, or the Standing Committees; take charge of all reports, correspondence, applications for office, accounts and other documents, and file the same.

4. He shall promulgate all orders of the Board, and of the Committees, and always act under the authority of the Board, and its Chairman, and