

Duty of Officers of F R Society.
Written by S M Kimball, revised by C R Snow.

1st
It is the duty of the Presidentess To have the general oversight of the affairs and interest of the Society-it is her duty to preside and instruct.

2nd
Councillors,

It is their duty to counsel with the Pres, and to seek to sustain and assist her - It is also their duty to preside and transact business in her absence.

3rd
Secretary.

It is the Secretary's duty to take minutes of all general meetings, and a synopsis of all Committee reports - To furnish the Pres. with orders and receipts, To make out bills of Merchandise and consignment, To conduct business correspondence, &c &c. Her book must contain the general record and history of the Society.

4th
Treasurer.

It is her duty to hold the funds of the Society

Subject to the orders of the Pres - To minute
all receipts and disbursements and to
report when required.

5. 17. Presidentes and Council of Teachers.

It is their duty to preserve order - to preside
and instruct in the meetings of that
quorum - and to see that each Teacher performs
the duties of her office properly.

Secretary of Teachers quorum should take
minutes of their meetings and hand a copy
to the Secretary of Society.

Teachers.

It is the duty of Teachers to visit their respective
Blocks once a month. To inquire after the
prosperity and happiness of the members.

It is their duty to speak words of wisdom
of consolation and peace. It is also their duty
to know that the sick are properly taken care
of, and if any are in need of assistance from
the Society - it is the Teachers duty to report
to the Pres of their quorum. It is also their
duty to receive donations in behalf of the Society,
and bring the same to the general meeting, &c &c.

7th

Deaconesses.

It is their duty to open the Hall - adjust seats and to see that the room is in proper order to receive the members - To provide fresh water if necessary - To attend to lights and fire - in short to make everything as pleasant and agreeable as possible for the meetings.

8th

Messengers.

It is their duty to do such errands as the business of the meetings may require.

9th

Superintendents of work.

They attend to arranging, distributing and putting up the works with all the etc therewith belonging.

10th

Board of Appraisers.

It is their duty to prize articles and see that they are properly labelled.

11th

Commission Merchants.

She receives such articles as are to be sold or exchanged and is subject to such rules as govern Commission business.

12th.

Duty of all

It is the duty of all to uphold the Pres^{es} and officers, to sustain the reputation of the Society, and to hold each others characters sacred - To be just and truthful in all their sayings and doings - To do all in their power to promote happiness at home, and to use every laudible means to extend the influence of the Society