

30.7.1923

The President also attended a meeting of the Plumbing Union held on the 6th Aug when eighteen of the members decided to join the classes together with four absentees who notified the meeting of their intention to join.

W. M. Middleton

31st August 1923

31.7.1923

Special Meeting of Finance Committee held on Tuesday 31st July 1923 at 4 p.m.
To consider the duties of the position of Registrar

THE SCHOOL OF MINES AND INDUSTRIES.

BALLARAT.

DUTIES OF POSITION OF REGISTRAR.

1. To attend all Meetings of the Council and all Meetings of the Institution and to record the minutes, resolutions and proceedings of the same.
2. To organise and be responsible for the secretarial and accountancy work of the Institution and to carry out all other duties as may be directed by the Council.
3. To supervise the work of the Commercial Classes.
4. The Accountancy duties include the keeping and supervision of the financial books, card and filing systems and the preparation of financial statements for the Council and Auditors.
5. The secretarial duties include:- correspondence, preparation of reports for the Council and the Press, Government returns, executive work required by the Principal, the Art Principal and the head of the various departments of the School.

 All Registrars of Practice
 provided for registration in accordance
 with the Statute of 31st July 1923
 must be provided with the following
 entry Form 292