

BOARD OF GOVERNORS OF THE FEDERAL RESERVE SYSTEM

OFFICE OF THE SECRETARY

Chester Morrill
Secretary of the Board

Exercises supervision over activities of Secretary's Office and also serves as secretary of the executive committee, secretary of the building committee and contracting officer for the Board in connection with its building program. Attends meetings of the Board and standing committees thereof as well as staff and other conferences. Reviews and clears official correspondence and other matters requiring Board action with members of Board and staff. Performs other duties assigned to him by the Chairman and the Board.

S. R. Carpenter
Assistant Secretary

Attends meetings of Board and Executive Committee. Keeps minutes of such meetings, including indexes thereof, and official records of policy actions, maintains docket of matters awaiting Board action, attends to disposition of matters in accordance with actions taken by Board, and exercises supervision over Board's general files and telegraph office (leased wire system).

Liston P. Bethea
Assistant Secretary

Attends meetings of Board and Executive Committee, reviews and clears official correspondence and other matters requiring Board action with members of Board and staff, and assists the secretary generally. Acts in secretary's absence or disability.

J. C. Noell
Assistant Secretary

Personnel officer and handles Board's payroll, personnel records, administrative audit and certification of vouchers, leasing of space, purchasing of supplies and equipment, stenographic pool, mail, duplicating, messenger and other service functions. Countersigns checks for Board's disbursements and performs miscellaneous duties.