



PETER MORTON ACADEMY OF JUDO JUJITSU KARATE

モートン流自修館柔術

Academy Secretary Board of Directors Duty Statement

Secretary *An officer employed to keep records and take care of general Academy correspondence*

PRIME DUTY Care and charge of general correspondence and business and other related records of the Academy.

1. Receive, answer and distribute general correspondence.
2. Arrange:
 - 2.1 agenda and notification of a meeting for:
 - 2.1.1 Board of Directors
 - 2.1.2 Annual General Meeting
 - 2.1.3 Special General Meeting.
3. Keep minutes of:
 - 3.1 proceedings of and the names of members present at a:
 - 3.1.1 management committee meeting
 - 3.1.2 Annual General Meeting
 - 3.1.3 Special General Meeting
 - 3.2 the appointment of:
 - 3.2.1 a member to the management committee
 - 3.2.2 an office-bearer.
4. Present a report to members at:
 - 4.1 the Annual General Meeting
 - 4.2 other meetings as required.
5. Receive, forward and serve notice to the committee, meeting or person for which it is intended a:
 - 5.1 nomination
 - 5.2 application
 - 5.3 request
 - 5.4 notice.
5. Distribute and act as returning officer for a:
 - 5.1 ballot paper
 - 5.2 proxy vote.
6. Compile and update descriptions for a:
 - 6.1 position of office
 - 6.2 duty statement.