



PETER MORTON ACADEMY OF JUDO JUJITSU KARATE

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Chair All Levels Duty Statement

Chair *The presiding member of an assembly, committee, working group, Black Belt Forum, meeting*

PRIME DUTY Chair meetings; liaise between committees, working groups, forums.

1. Member in charge of a meeting.
2. Organise a meeting.
3. Submit and table to and from a meeting:
 - 3.1 agenda items
 - 3.2 ballot papers
 - 3.3 proxy votes.
4. Oversee that a directive of a meeting is carried out.
5. Submit a decision, proposal or directive made by a meeting to the relevant:
 - 5.1 person
 - 5.2 officer
 - 5.3 committee
 - 5.4 working group
 - 5.5 forum.
6. Present a report, when required, to a relevant meeting.
7. The member elected Chair of the management committee must chair a:
 - 7.1 Annual General meeting
 - 7.2 management committee meeting.