



# PETER MORTON ACADEMY OF JUDO JUJITSU KARATE

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## Registrar Central Administration Duty Statement

**Registrar**                      *A person charged with keeping Academy registers and an archive*

**PRIME DUTY**                Maintain Academy records and an archive.

1. Maintain a register of:
  - 1.1 Academy membership
  - 1.2 branch location and branch Chief Instructor
  - 1.3 committee members of:
    - 1.3.1 the management committee
    - 1.3.2 the Chief Instructor Forum
    - 1.3.3 a Black Belt Forum
    - 1.3.4 Shodan Oversight Committee
    - 1.3.5 Annual National Seminar Committee
  - 1.4 grading names and results.
2. Maintain a list of:
  - 2.1 Dan Belt:
    - 2.1.1 active members
    - 2.1.2 inactive members
  - 2.2 Academy affiliation, recognition and organisation membership.
3. Maintain a file of:
  - 3.1 injury and incident report
  - 3.2 new branch application.
4. Record and maintain an archive of historical material of the Academy.
5. Arrange the writing and production of historical publications.
6. Forward updates to the relevant person or officer.
7. Submit all general release written work to the Publications Officer for editing and approval.