



PETER MORTON ACADEMY OF JUDO JUJITSU KARATE

モートン
流自修館柔術

Academy Law Administrator Central Administration Duty Statement

Administrator *One who administers, or who executes, directs, manages, distributes, or dispenses*

SOGAP *Standard Operational Guidelines And Procedures*

OBLIGATIONS Understand your responsibilities and duties in compliance with the rules, regulations, procedures, policies and guidelines of the Academy

PRIME DUTY Advise on Academy Law.

1. Provide guidance on the interpretation and administration of documents and Academy Law to:
 - 1.1 the management committee
 - 1.2 office bearers
 - 1.3 instructors
 - 1.4 members.
2. Administer documents and the SOGAP manual as directed by the management committee.
3. Keep:
 - 3.1 a record of all legal documents
 - 3.2 the master copy of the SOGAP manual.
4. Review and update:
 - 4.1 documents
 - 4.2 the SOGAP manual
 - 4.3 Academy Law.
5. Notify relevant members of changes to:
 - 5.1 documents
 - 5.2 the SOGAP Manual
 - 5.3 Academy Law.
6. Distribute
 - 6.1 documents
 - 6.2 the SOGAP manual.
7. Submit all relevant work to the Publications Officer for proof reading.