



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*

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

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 agenda and notification of a meeting for:
 - 2.1 management committee (Board of Directors)
 - 2.2 Annual General Meeting
 - 2.3 Special General Meeting.
3. Record minutes of a:
 - 3.1 management committee meeting (Board of Directors)
 - 3.2 Annual General Meeting
 - 3.3 Special General Meeting
4. Present a secretarial report to members at:
 - 4.1 the Annual General Meeting
 - 4.2 other meetings as required.
5. Receive, forward and serve notice to a committee, meeting or person for which it is intended of 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.