



PETER MORTON ACADEMY OF JUDO JUJITSU KARATE

モートン流自修館柔術

Administration Co-ordinator

Central Administration

Duty Statement

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

PRIME DUTY Co-ordinator, overseer and person of contact for central events.
Promote and advertise the Academy.

1. Notify relevant committee or person, when due, of a nomination or consideration or presentation or updating of a:
 - 1.1 Dan Belt rank advancement
 - 1.2 qualification
 - 1.3 trophy
 - 1.4 award.
2. Arrange, co-ordinate and oversee:
 - 2.1 the issue of certificates and belts
 - 2.2 presentations
 - 2.3 formal functions
 - 2.3 all aspects of Academy courses
 - 2.4 demonstrations and fundraising
 - 2.5 general promotional material, information and advertising
 - 2.6 acquisition of merchandise
 - 2.7 distribution and sale of merchandise.
3. Forward:
 - 3.1 to the Publications Officer for editing and approval, written:
 - 3.1.1 advertising
 - 3.1.2 information
 - 3.1.3 promotional material
 - 3.1.4 articles
 - 3.1.5 press releases
 - 3.2 updates to the Web Site Co-ordinator.