



# PETER MORTON ACADEMY OF JUDO JUJITSU KARATE

モートン流自修館柔術

## Chair All Levels Duty Statement

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

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

**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.