



PETER MORTON ACADEMY OF JUDO JUJITSU KARATE

モートン流自修館柔術

Minutes Recorder

All Levels

Duty Statement

Minutes *An official record of what was said and done at an Academy meeting*

Recorder *An officer appointed to keep records of Academy minutes*

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

PRIME DUTY Record the minutes of a meeting.

1. Meeting minutes:

- 1.1 record and compile
- 1.2 maintain a record
- 1.3. submit a copy to the Publications Officer.