



# PETER MORTON ACADEMY OF JUDO JUJITSU KARATE

モートン流自修館柔術

## Public Officer Central Administration Duty Statement

**Public Officer** *Acting in an official capacity on behalf of Academy members as a whole*  
*A person elected or appointed to a position of authority*  
*Must be a resident of the Australian State in which the Academy is registered as an incorporated body (requirement of incorporation law)*

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

**PRIME DUTY** Act as the official contact person between the Peter Morton Academy of Judo Jujitsu Karate Incorporated and the State Government office in charge of an incorporated body.

1. Keep a register of management committee members.
2. Hold the Common Seal (stamp) of the Academy.
3. Lodge with the state Government office in charge of an incorporated body:
  - 3.1 a finances, assets and liabilities annual statement of the Academy
  - 3.2 any change of Academy constitution, object or rule
  - 3.3 any other document required by law
- 4 Bring all position of office (Public Officer) associated documents addressed to the Academy to the attention of the management committee (Board of Directors) as soon as practicable.