



PETER MORTON ACADEMY OF JUDO JUJITSU KARATE

モートン流自修館柔術

Publication Officer Central Administration Duty Statement

Publish Officer *To make public or known as what before was private or unknown*
A person elected or appointed to a position of authority

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

PRIME DUTY Edit all publications and printed material ensuring that they comply with Academy format. Has authority to enforce Academy format.

1. Oversee that Academy publications conform to Academy format in areas such as:
 - 1.1 writing
 - 1.2 editing
 - 1.3 layout
 - 1.4 design
2. Produce:
 - 2.1 publications
 - 2.2 certificates
 - 2.3 Academy newsletter.
3. Monitor:
 - 3.1 branch printed material
 - 3.2 Academy web site.
4. Distribute and sell publications.
5. Submit all relevant publications to the:
 - 5.1 Web Site Co-ordinator
 - 5.2 Registrar.