



PETER MORTON ACADEMY OF JUDO JUJITSU KARATE

モートン流自修館柔術

Web Site Co-ordinator Central Administration Duty Statement

Web site *Worldwide computer linked network communication space*

Co-ordinator *To bring into proper and relative order*

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

PRIME DUTY Maintain the Academy web site ensuring that it complies with academy format and legal requirements.

1. Keep the Academy web site up to date.
2. Maintain email lists and policy.
3. Maintain security.
4. Issue passwords.
5. Communicate with the ISP to the Academy.
6. Monitor web site:
 - 6.1 email lists
 - 6.2 policy
 - 6.3 activities
 - 6.4 costs.