



*Oct. 16th 2011*

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### **British Taekwondo & Mudo Academy Annual General Meeting:**

On October 16<sup>th</sup>, the British Taekwondo & Mudo Academy (BTMA) will be hosting the Annual General Meeting (AGM) where a new Executive Committee will be nominated and voted in order to ensure the smooth running of the BTMA for a period of two (2) years. ALL registered BTMA instructors are invited to the AGM, and are eligible to apply for the positions below, should they meet the requirements. At the meeting, the membership shall vote upon the short-listed applicants in order to establish the new BTMA Executive. The applicant with the most votes will assume their applied position for the period of one term, (2 years), or until they resign or are deemed unfit to fulfil their role.

#### *Vice-President:*

The Vice-President (VP) shall oversee the Secretary General in their role as head of the secretariat. Primarily, their role will be to assume the President's role should they be unable to perform their duties as head of the BTMA. Therefore, their role is the same as the President's. When acting in the role as President, you should chair Executive Committee meetings, and overall decide upon the general direction which the BTMA takes. Therefore, the individual should be an approachable and critical individual that makes decisions in the best interests of the entire BTMA membership. At Executive Committee meetings, this position is awarded one (1) vote. At Steering Committee meetings, this position is awarded one (1) vote.

Responsibilities:      Disciplinary procedures concerned with BTMA membership  
                                 To be involved in BTMA policy correction and amendment  
                                 To be in regular contact with the Patron, Grand Master Kim Yong Ho,  
                                 and the President, Master Nicholas Maskrey  
                                 To be able to commit the time required to the post

Responsible to:      The President

Qualifications:      4<sup>th</sup> Dan Black Belt (or above)  
                                 British Taekwondo Council's (BTC) Instructor Course  
                                 To hold at least a £5, 000, 000 instructor indemnity with the British  
                                 Taekwondo Council  
                                 BTMA Kyorugi Referee qualification  
                                 BTMA Technical Judges qualification  
                                 Have relevant experience to complete the role to the best possible  
                                 standard



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*Secretary General:*

The Secretary General (SG) shall be responsible for all administrative requirements of the BTMA. This varied role requires the successful applicant have good interpersonal skills, including communicative skills using the telephone, email and face-to-face communication. You should be able to demonstrate and evidence a record of excellent organisational skills. The ability to be able to work effectively with other people is imperative! The successful individual should be computer literate. At Executive Committee meetings, this position is awarded one (1) vote. At Steering Committee meetings, this position is awarded one (1) vote.

Responsibilities:      Disciplinary procedures concerned with BTMA membership  
                                 Coordinate and assist in the organisation of BTMA events – from initial  
                                 conception to eventual product, (inc. National Seminars, Dan Gradings,  
                                 meetings, and courses)  
                                 To arrange the minute taking at executive, and steering committee  
                                 meetings  
                                 To be involved in BTMA policy correction and amendment  
                                 To be in regular contact with the President, Master Nicholas Maskrey  
                                 To be able to commit the time required to the post

Responsible to:      The President

Qualifications:      1<sup>st</sup> Dan Black Belt (or above)  
                                 British Taekwondo Council's (BTC) Instructor Course  
                                 Have relevant experience to complete the role to the best possible  
                                 standard  
                                 IT literate



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*Assistant Secretary General:*

The assistant Secretary General's (ASG) role is to support the SG in their position on the executive committee. Should the SG resign from the post early, or be deemed as unable to complete their duties to the required standard, then the ASG shall fill the role until the completion of the term. At Steering Committee meetings, this position is awarded one (1) vote.

Responsibilities: To support the SG in their duties  
To act as a replacement, should the SG be unable to fulfil their duties

Responsible to: The Secretary General

Qualifications: 1<sup>st</sup> Dan Black Belt (or above)  
British Taekwondo Council's (BTC) Instructor Course  
Have relevant experience to complete the role to the best possible standard  
IT literate

*Registrar:*

The Registrar is responsible for processing student memberships of the BTMA. For this reason, they should be familiar with data protection laws. Furthermore, proficiency with email software, and database software is essential. This role requires the successful applicant to be a particularly organised individual with a record for excellent communicative skills via telephone, email and face-to-face communication. The ability to work to a deadline is a necessary requirement, as membership applications must be processed in a timely fashion to ensure that the BTMA members are covered by the BTC insurance. At Executive Committee meetings, this position is awarded one (1) vote. At Steering Committee meetings, this position is awarded with one (1) vote.

Responsibilities: To process BTMA membership applications in a timely fashion  
To compile and deliver a monthly membership report to BTMA chief instructors and the BTMA Secretary General  
To deliver membership reports to the executive committee at bi-annual meetings

Responsible to: The Secretary General

Qualifications: 1<sup>st</sup> Dan Black Belt (or above)  
British Taekwondo Council's (BTC) Instructor Course  
Have relevant experience to complete the role to the best possible standard  
IT literate



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*Treasurer:*

The treasurer is responsible for the maintenance, and processing of the BTMA finances. Therefore, the successful applicant should be a trustworthy individual with no record of bankruptcy or any other negative financial situation. This role requires the post holder to liaise closely with the registrar to process funds gained from membership applications, and any other national efforts which raise money for the BTMA. Furthermore, the treasurer would be responsible for providing speedy payment for any services which are used by the BTMA, including (but not limited to), seminars, competitions, travel expenses and BTC payments. A concise report should be delivered to the Executive Committee and Steering Committee when requested which should detail expenditure and income. At Executive Committee meetings, this position is awarded one (1) vote. At Steering Committee meetings, this position is awarded one (1) vote.

Responsibilities: To process BTMA income from membership and other methods of fundraising  
To compile and deliver a bi-monthly report to the Executive and Steering Committees  
To deliver financial reports to the Executive and Steering Committee at bi-annual meetings

Responsible to: The Secretary General

Qualifications: 1<sup>st</sup> Dan Black Belt (or above)  
British Taekwondo Council's (BTC) Instructor Course  
Have relevant experience to complete the role to the best possible standard  
IT literate  
A positive financial record

**Applications should be received no later than Monday 3<sup>rd</sup> August 2011. Any late applications will not be accepted! Applications should be sent to:**

**Master James Pidcock  
BTMA Secretary General  
9 Bridgewater Drive  
Buckshaw Village  
Chorley  
PR7 7EU**