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## The Janitor

## **201**

To begin, there are two roles in this organization: General Manager and Janitor.

The General Manager responsibilities include, but are not limited to:

- Welcoming and on-boarding new employees.
- Maintenance of the *Operations Manual*, including the movement of proposed Directive changes to the correct namespace and the assignment of Directive ordinal numbers.

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- All other duties assigned by the Operations Manual.
- The General Manager for the first Cycle is Chuck H.

The Janitor responsibilities include, but are not limited to:

- Updates and maintenance of the instance of Dokuwiki that the Documentation resides in, including web hosting and outbound email access.
- All other duties assigned by the *Operations Manual* or the General Manager as long as those duties do not conflict with the active directives.
- The Janitor is Chuck H.

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Last update: 04/09/2025 03:21 PM