

RMT SECRETARY

(Appointed by Regional Management Team – term of office one year)

CONTACTS: Regional Management Team

RELATIONSHIPS: Team Coordinator and Communications Coordinator

PURPOSE: To record minutes of the Regional Management Team meetings. This position serves the regional management team but is not a member of the regional management team and has no voting privilege.

RESPONSIBILITIES / DUTIES:

- Access to email is required.
- Attend all RMT meetings, including Planning Meeting, Fall Regional Meeting, Winter Regional Meeting, conference calls and any other scheduled meetings, as requested. (Regional Management Team meetings often require full day attendance)
- Record minutes of each meeting, maintaining the confidentiality of information discussed and actions taken, communicating with Team Coordinator for accuracy and distribution.
- Forward drafts of minutes via email to Team Coordinator within ten (10) days following meetings. Minutes must be written using a mutually agreed upon word processing format.
- Edit minutes as necessary, forwarding corrected copies to Communications Coordinator for distribution to the Regional Management Team and International Headquarters.