

RMT SECRETARY

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

CONTACTS: Regional Management Team

RELATIONSHIPS: Communications Coordinator and Team 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 Communications Coordinator for distribution.
- Forward typewritten drafts of minutes via email to Communications 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.
- Assist with correspondence regarding meeting reminders and notices.
- Collect items for meeting agenda and prepare agenda for distribution to RMT members.
- Assist Communications Coordinator as needed with distribution of regional communications.