

Midland Region Administrator Update August 2010

Relationships and Partnerships

- Email liaison with forum groups to ensure all are informed and updated with details for up and coming forums
- Attended the Midland Strategic Planning Day for Nga Purei Whakataa Ruamano to provide administration support by way of minute taking and typing up workshop notes
- Assist with preparation of Draft Agendas for Midland Clinical Leadership, Midland Portfolio Managers meetings and Midland Primary MH meeting.
- Provide admin support by way of minute taking for Midland Clinical Leadership, Midland Portfolio and Midland Primary MH meetings
- Organise venue and caterings for various meetings held during the month of August

Workforce Development

- Attended the Whakataa of the new Midland Workforce Coordinator
- Assist with orientation of Midland Workforce Coordinator
- Provided admin support to Midland Workforce Advisory Group forum
 - Email liaison with group
 - Liaise with Alcamo Hotel for catering & time changes for meeting
- Organise venue & registrations for Seitapu – Engaging Pasifika

PRIMHD

- Met with BOP & Lakes services who attended the Vendors Video Conference at Te Au o Hinetai
- Provide admin support where necessary

Administration

- General
 - Organise team meetings and attend
 - Travel Arrangements for Midland team
 - Responding to Midland team email requests
 - Sending out invitations for meetings/requests for appointments etc
 - Photocopying and scanning documents
 - Preparation of requisitions
 - Preparation of invoices for payment
 - Update Midland website

September 2010

- Annual leave for 2 weeks
- MH101 training in Auckland – 15 September
- Organise Primary MH video conference
- Attend May Harts Whakataa on behalf of Midland team and attend PRIMHD training at Hanmer Springs

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