

Midland Region Administrator Update November 2010

Relationships and Partnerships

- Organise CEP Action Planning meetings in the Midland region
- Attended CEP meetings in Rotorua & Tauranga to provide administration support by way of minute taking
- Organise venue & caterings for the National Eating Disorder conference and Eating Disorders Workforce meetings in Auckland
- Attended National ED Conference & ED Workforce meetings to provide administration support
- Organise travel arrangements for those attending ED conference and ED Workforce meetings

Workforce Development

- Provide administration support by way of minute taking for MRWAG
 - Reconfirm pax numbers with Alcamo Hotel for catering
- Organise LGR Evaluations in the Midland region
 - Attend Waikato LGR evaluation to provide administrative support

PRIMHD

- Organise video conferencing for PRIMHD governance meeting

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

December 2010

- Lakes Advisory meeting
- Midland Portfolio Managers meeting
- Midland ED Continuum Pathway meetings

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