

Midland Region Administrator Update October 2010

Personal Development

- Attended the Secretarial Summit in Christchurch from the 20th to 22 October

Relationships and Partnerships

- Attend Midland Clinical Leadership & Midland Portfolio Mangers meetings to provide administration support and minute taking
- Organise video conferencing for Eating Disorders Steering group & Needs Assessment Steering group
- Organise temping staff to attend Midland Regional Generating Action for Family Whanau forum and ensure they are prepared
- Attended MH Awareness week in the Rotorua Community

Workforce Development

- Organise the Midland Workforce Advisory meeting for November
 - Email liaison with group
 - Liaise with Alcamo Hotel for catering & time changes for meeting

PRIMHD

- Provide support to PRIMHD Coordinator at offsite visits with Providers

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

November 2010

- Organise CEP Action Planning meetings in the Midland region and attend meetings to provide administration support when required
- Attend Midland Workforce Advisory meeting to provide administration support by way of minute taking
- Organise video conferencing for PRIMHD Governance meeting
- Organise and National Eating Disorder conference and Eating Disorders Workforce meetings in Auckland

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