

Midland Region Administrator Update September 2010

Relationships and Partnerships

- Organise Midland Clinical Leadership, Midland Portfolio Managers & Midland Generating Action for Family Whanau meetings for month of October
- Organise venue and caterings for various meetings held during the month of October
- Organise travel and accommodation for forum representatives for the month of October

Personal Development

- Attended MH101 training in Auckland (1 day training) – Recognise, Relate & Respond to those with a Mental Illness

PRIMHD

- Undertook PRIMHD training in Bay of Plenty

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

Note: Annual Leave for two weeks

October 2010

- Ensure Midland regional forums are prearranged
- Provide administration support to Midland Clinical Leadership & Midland Portfolio Manager forums
- Attend Rotorua Mental Health Awareness week in the community
- Organise video conferencing for Eating Disorders Steering group & Needs Assessment Steering group
- Attend Secretarial Summit 2010 in Christchurch
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