



COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF MANITOBA

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Council Secretary

Position Reference
Policy Number: PR-4

Date of Approval	Responsible Authority	Last Revised
June 20, 2012	CMLTM Council	December 7, 2022

Policy

Responsibilities of the CMLTM Council Secretary include the following:

1. An active member of the CMLTM Council.
2. Regularly reviews the Legislation, Bylaws and Regulations governing the CMLTM.
3. Review all Council meeting documents prior to the meeting and regularly attend Council meetings.
4. Member of the Executive Committee and Chair of the Newsletter Committee.
5. Manages the minutes of Executive meetings, and Council meetings as necessary.
6. Oversees the action list, including sending out reminders of action items two weeks prior to Council meeting.
7. Participates in Council training and strategic planning as necessary.
8. Other duties as required by the Council.

Revision History

- June 20, 2012 – Date of Approval
- December 14, 2012
- December 7, 2022 – Last Date of Revision