

**College of Medical Laboratory Technologists of Manitoba**

**Terms of Reference**

<b>Position Reference</b>	<b>Policy Number</b>
<b>Job Description</b>	PR-4
Secretary	<b>Date of Approval</b>
	June 20, 2012
<b>Responsible Authority</b>	<b>Date of Revisions/Review</b>
CMLTM Council	December 14, 2016, December 7, 2022
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Responsibilities of the CMLTM Council Secretary include the following:

1. An active member of the CMLTM Council
2. Regularly reviews the Legislation, By-Laws 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.