



Secretary report 2022-2023

Dear all,

This has been a year to immerse in the EADMT board and I'm thankful to Imke who kindly supported me in diving in and Rosa, Iza and Elli for their warm support and collaboration through the year. As we have two new board members, it has been time to take up what has been done and also finding the best ways to work together with present issues and look ahead.

I feel we all have been intensively and actively involved in most of the topics (decisions, preparing letters, proposals etc.) and have had common, fruitful discussions during 6 online board-meetings, meeting in Corfu (also meetings with working groups and committees), emails and chat box we created for urgent issues to discuss. This has been really helpful to have a good grasp.

My main focus as a secretary has been:

- Familiarize myself with the tasks, documents, forms and regulations necessary for my work;
- Communication with delegates and deputies with the current issues;
- Prepare agendas and minutes for the board meetings;
- GA organization – finalizing the minutes from the Potsdam GA, agenda and registrations for the GA in Helsinki, gathering together and sending out reports and proposals; being a contact person with Silja etc.;
- Gather together membership renewal forms from the national associations and updating the list of delegates and deputies;
- Communication with the Membership Committee (membership changes, proposal for a change in Rules and Procedures, membership application renewal etc.) and Training Standards Working Group (mainly CPD issues);
- Communicating with my national association about the possibility to organize next GA.

During the next year, I would like to create a document of the secretary tasks and figure out legal issues connected with EADMT documents. As a board, I find it important to enhance and support communication between the working groups and committees. Also, together with the board, find the best way to organise and storage our documentation.

It has been a rich year of learning and growing with many satisfying moments with smiles and feeling of connection. Thank you for all your warm and encouraging words I have received.

With warmest wishes,

Terje