

## The Canadian Addison Society

### Duties of the Regional Representative

The Regional Representative (Rep) organizes and chairs two or three meetings per year of members in their designated area. Often other members are ready to volunteer their assistance. An up-to-date membership list will be provided on request by the Secretary/Treasurer ([admin@addisonsociety.ca](mailto:admin@addisonsociety.ca)).

Contacts all members on the listing either by telephone, Canada Post or e-mail, to inform them of the date, time and location of a meeting and encourages members to bring others they may know of to the meeting.

Informs the Secretary/Treasurer ([admin@addisonsociety.ca](mailto:admin@addisonsociety.ca)) of any member on the listing who no longer wishes to maintain their membership with the Society.

Arranges for a meeting location. If the group is very small then often a members home is used, otherwise your local police department, library, or community centre may have space available for community use at little or no cost to the group. Your local hospital may also be a source of meeting space.

Where possible members appreciate a location with Free Parking. If the facility requests an insurance liability certificate for the function, contact the Secretary/Treasurer ([admin@addisonsociety.ca](mailto:admin@addisonsociety.ca)) who will be able to secure this for you.

Includes an Emergency Injection Clinic as part of every meeting agenda where possible. Supplies of Solu-Cortef Training Act-O-Vials are available to you for this purpose ([president@addisonsociety.ca](mailto:president@addisonsociety.ca)). Other supplies should be sourced at a local pharmacy and expenses claimed. Many times a pharmacy or other related business are willing to donate some of these items.

Arranges for a speaker to be at the meeting, using topics of interest to membership, e.g. Endocrinologist, Pharmacist, Nutritionist, Naturopath, etc.

If appropriate, provide a light snack and drinks for members before, during or after the meeting (asking people to bring a small snack, keeps costs down).

Responsible for ensuring minutes are taken during the meeting and that either a copy of the minutes or a brief written synopsis of the meeting is provided to the Newsletter Editor for inclusion in the next newsletter to share with membership at large. Include photos and captions with the article whenever possible.

Distributes other related materials and literature to members as may be available from the website. Copies of the Society's current brochure are available from the Secretary-Treasurer ([admin@addisonsociety.ca](mailto:admin@addisonsociety.ca)). Allow time for delivery via Canada Post. Please do not distribute literature on behalf of the Society, that has not been cleared by the president ([president@addisonsociety.ca](mailto:president@addisonsociety.ca)) as it may require medical review by our Medical Advisor.

Responsible for bringing issues from membership to the attention of the Society and sharing information from the Society with membership.

Reasonable expenses incurred in holding a local meeting, room rental, food/drink, token gift for speaker, photocopying, postage, etc. will be reimbursed if receipts are provided to the Secretary-Treasurer ([admin@addisonsociety.ca](mailto:admin@addisonsociety.ca)).

### **IT IS IMPORTANT TO REMEMBER: NEVER OFFER MEDICAL ADVICE**

ALWAYS ADVISE INDIVIDUALS TO CHECK WITH THEIR PERSONAL PHYSICIAN FOR MEDICAL ADVICE.

Revised November 19, 2016