

## **Community-Based Network Coordinator Position Description**

Community-Based Networks (CBNs) help Registered Massage Therapists (RMTs) connect, share their knowledge and seek support with other RMTs in their local areas. CBN meetings are open to all RMTs and RMT students, not just RMTAO members. CBN coordinators determine the date, time, topic, and location of meetings. The Member Services Coordinator provides the CBN Coordinators with helpful resources to share with group members, meeting agendas filled out with information on a particular topic of interest and support with their groups, including social media support. They will also promote meetings on the RMTAO website and in the Friday File.

### **Responsibilities:**

- Hosting or helping to coordinate a minimum of three meetings per year.
- Informing the RMTAO of dates, times, and locations of upcoming meetings as soon as they are determined.
- Fill out the CBN Meeting Reporting Form within 10 days of each meeting to provide feedback to the RMTAO and request support if needed.
- Informing the RMTAO as soon as possible if you can no longer fulfill your role as CBN coordinator and attempt to find potential replacements in your community.
- Manage the CBN Facebook group for your area if applicable. If your CBN does not have a Facebook group, you can contact the Member Services Coordinator to help you start one. Include meeting details in the Facebook group monthly.
- Create and research meeting topics.
- Email meeting details to local Registered Massage Therapists who do not belong to the Facebook group (if applicable).
- Communicate regularly with the Member Services Coordinator. This includes responding to emails and requests for meeting details in a timely manner.

### **Qualifications:**

- Must be registered and in good standing with the College of Massage Therapists of Ontario and an Active or Life member of the RMTAO.
- Ability to use email, Facebook, and the Internet for research.
- Have a computer and reliable internet to conduct Zoom meetings.

### **Time Commitment:**

- Ongoing monitoring of the RMTAO CBN Coordinator Facebook group, minimum of two times a week.
- Conduct a minimum of three meetings per year, with meetings being approximately 2 hours long.
- Approximately 2-3 hours of administration work per month to prepare for the meeting.

**Support provided by the RMTAO:**

- The Member Services Coordinator will contact the CBN Coordinator monthly to check in and provide support, such as new meeting agendas and other useful information, usually by email.
- Promote upcoming CBN meetings in the Friday File and on the RMTAO website.
- Remain a consistent information resource to CBN coordinators, answering all questions and concerns and maintaining contact with CBN coordinators.
- The Member Services Coordinator is available by phone or email during regular business hours.

**Benefits of becoming a CBN Coordinator:**

- You can meet local RMTs to discuss practice-specific issues or concerns in person or online. Brainstorm ideas together!
- Mentor massage therapy students in your area.
- Access resources that will help you grow your business.
- Learn from other RMTs who may have a different practice focus.
- Create and be a part of a dynamic community of like-minded individuals.
- Unite RMTs to strengthen the profession and connect with your professional association.
- Access to a dedicated paid Zoom account for CBN meetings.

**CBN Coordinator requirements and position boundaries:**

- Sign, date and return the Coordinator Confidentiality Guideline to the Member Services Coordinator.
- The CBN Coordinator will not try to sell or promote their massage therapy services for personal gain at any time when speaking to members of their groups.
- When holding meetings or posting in your Facebook group, CBN Coordinators should conduct themselves in alignment with the core mission and value statements of the RMTAO.
- Communicate to all attendees that they can file a complaint to the RMTAO about the Coordinator or the group attendees.
- CBN Coordinators should only speak for themselves when holding a meeting and not on behalf of the RTMAO, either in person or online.
- The CBN Coordinator should not share group attendees' emails with anyone other than the RMTAO if required.
- The Coordinator should only contact group members by email regarding CBN business.
- If a Coordinator wants to record a virtual meeting, they should obtain permission from all attendees before recording. The recording should be made available to all attendees and the Member Services Coordinator.

**Contact:**

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