O.A.M.R.T. HEAD OFFICE ORGANIZATION CHART

ANNEX B
to GOV 01-02-02
Revised June 09

Chair of the Board and President

Board of Directors

- **Executive Committee**
- **Board Committees Portfolios & Task Groups**

Chief Executive Officer

Office Manager

- Registrar
- Assists with Budget Preparation
- Security Officer
- Database Manager
- Privacy Officer
- Staff Support for Executive, RMC & SPAC Committees
- IT Manager

Manager, Professional Services

- Deputy CEO
- Manager - Educational Services
- Manager - Practice Services
- Co-ordinator - AGCs
- Staff Adviser to PEEL
- Manager, Representatives

Bookkeeper & Secretary

- Finance & Accounting
- Banking
- Fire Safety Officer
- Staff Support for Treasurer
- Staff Benefit Plans - Mgmt & Admin
- Annual Budget Preparation

Administrative Assistant

- Staff Support person for MARCOM and Nominating Committee & Special Committees andTask Groups
- Database Management
- Membership Desk
- Co-ordinator - Board & Section Chair Meetings
- Inventory Manager
- Equipment Repairs
- Document Filing & Maintenance
- Mail Management
- Volunteer Appointment List Management

Secretary

- By-Law Maintenance
- Staff Support - Students
- Student Registration
- CAMRT Exam Co-ordinator
- Policy & Procedures Production and Management
- Occupational Safety Officer Advisor

Communications & Professional Services Secretary

- Internal Web Master
- Secretarial for Professional Recognition & PEEL Standing Committees
- Production of Educational Materials
- FILTER Production
- Annual Report Production
- Advertising & Invoicing
- Course/Program Production & Revisions