



CBN Coordinator Guidelines

Community-Based Networks (CBNs) allow RMTs in every community to connect, share knowledge and seek support. CBNs provide RMTs with networking, social, and educational activities, and are open to all RMTs and massage therapy students, not just RMTAO members. Every CBN is managed by a Coordinator. It is the aim of this document to provide guidelines for all Coordinators to follow. All Coordinators will be made aware of the guidelines and will have the opportunity to agree or disagree with the guidelines.

The role of the Member Services Coordinator is to provide support and assistance to all members, including CBN Coordinators. Please let me know if you have any questions or suggestions - angela@rmtao.com

1. We ask that all Coordinators provide details related to meetings to the Member Services Coordinator so we can effectively promote your meetings. This information should be provided at least one week prior to the meetings if possible. Please include information like the following:
 - a. Date of the meeting
 - b. Meeting topic
 - c. Location (Virtual meeting information can be shared on the website, but is not required)
 - d. Contact information
2. If any member of a CBN has a complaint or comment about a CBN Coordinator or about how a CBN meeting is run, please direct them to the RMTAO at info@rmtao.com. Please make sure this is communicated to all CBN meeting participants.
3. Although we do encourage CBN Coordinators to connect, we ask that CBN Coordinators discuss meeting ideas that are directed at other CBN Coordinators with the Member Services Coordinator before contacting other Coordinators individually. If there is a topic that you think would be beneficial to other CBN Coordinators please contact the Member Service Coordinator to discuss and we will schedule a CBN Coordinator group meeting, or post them in the CBN coordinator Facebook group.
4. CBN Coordinators should conduct themselves in a way that is in line with the purposes and values of The RMTAO.

5. Please direct any complaint or concerns about The RMTAOs policies and/or procedures to the Member Services Coordinator angela@rmtao.com or to info@rmtao.com.

6. CBN Coordinators should not speak on behalf of RMTAO in person or online unless explicitly permitted. When a CBN Coordinator chooses to post online, they must clearly state that they are speaking as an individual and not as a representative of RMTAO or of any other CBN coordinator.

7. Any online behaviour must be consistent with the organizational values and the ethics of RMTAO.

Signature

Date