



ཐིམ་ཕུག་འབྲོམ་སྡེ།
Thimphu Thromde
Building No: 08
Gongdzin lam
Thimphu -11001: Bhutan



ToR for Thimphu Thromde Dzongkha Coordinator

The Dzongkha Coordinator shall mainly function like the Company Secretary for Thromde and the functions mainly include the following:

1. Coordinate and conduct Thromde Tshogde and Management Meetings.
2. Drafting of Minutes of Thromde Tshogde and Management Meeting and the circulation of minutes after having signed by the Chair or any others if required.
3. Translation of Tshogde minutes into Dzongkha and also drafting of Official correspondences if required in Dzongkha.
4. Maintaining records of signed minutes of both Tshogde and Management Meetings.
5. Follow up on the decisions passed by the Management Meetings and Tshogde.
6. Carry out any functions assigned by the Management and Tshogde.
7. To coordinate and provide Dzongkha support services to Thromde.