Events Team

Role Description: Membership Secretary

About Forum

Forum for Counsellors and Psychotherapists is a not-for-profit group run for, and by, its members. Forum's primary role is to provide high quality workshops for counsellors and psychotherapists, mainly from the Shropshire and Mid-Wales areas. Events are usually held three or four times a year, on a range of topics. We go to some trouble to find knowledgeable and skilled facilitators and usually aim for a mix of theoretical and experiential learning. Our workshops are well attended, highly rated and affordable.

Forum's training programme is organised by an Events Team. These are members who volunteer their skills and experience through various roles. Being part of the team can increase contact with professional colleagues, enhance personal and professional development, and count towards CPD.

Most roles overlap. We work together, supporting others where any need arises.

Membership Secretary

The Membership Secretary is the main point of contact between Forum members and the Events Team and represents members' views at the Events Team meetings. Contact with the membership is mainly by email and all emails maintain Forum members' confidentiality.

Key aspects and skills: spreadsheets, group email and formatting

Responsibilities include:

- Managing information spreadsheet/s (excel) such as:
    a. membership details
    b. renewal details

- Managing Forum membership email account and Gmail address book
- Managing communication with Forum members such as:
    c. annual membership renewals
    d. upcoming workshops
    e. AGM attendance

- Producing and printing attendance Certificates for workshops using mail merge
- Ensuring the welcome desk is manned at workshops
- Renewing membership of ICO

Time commitment: 4-5 Events Team meetings a year (on a weekday evening for around 90 mins), plus time to complete tasks relevant to the role.

Expenses: travel expenses paid for meetings and other costs incurred while volunteering for Forum