



Events Team

Role Description: 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.

Secretary

To record, organise and distribute the content of meetings and other Forum matters arising.

Key aspects and skills: listening and note-taking at meetings; liaising with Chair; word processing.

Responsibilities include:

- To attend meetings of the Events Team and keep notes & Minutes to record attendance, issues discussed, decisions taken, and who will do what and when.
- To type up and email these Minutes to the members of the Events Team (indicating by asterisks or by some other format who has agreed to do what).
- To invite Events Team members to contribute Agenda items prior to the meetings.
- To compile an Agenda and email this to the Events Team
- To bring paper copies of the Agenda and Minutes to each Events Team meeting.
- To keep a copy of any other relevant paperwork.
- To help the chair of the meeting manage the Agenda during the meeting, including setting time / date / venue for the next meeting.
- To attend the Forum AGM, provide the agenda, and take Minutes (emailing attendees)
- To maintain the paper archive of Events Team Minutes for Forum.

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