FORUM
TRAINING
NETWORKING
DEVELOPMENT

Events Team
Role Description: Team Member

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.

Team Member

Team Members bring their skills and experience to meetings and contribute in any way they feel helps. As well as offering their perspective – which might shed light on issues being overlooked – they might wish to assist in the planning and organising of upcoming workshops.

Key aspects and skills: willingness to join in discussions at Team Meetings; comfortably able to use email as a main means of communication.

Responsibilities include:

- Attending Team Meetings
- Putting forward thoughts and ideas as appropriate
- Helping in the running of workshops on the day of the event such as: manning the desk to greet participants as they arrive, distributing handouts, etc.
- Attending the AGM

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 are paid for meetings and other costs incurred while volunteering for Forum