



## Events Team

# Role Description: Chair

### 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.

### Forum Chair

The Chair acts as a kind of figure head. They maintain an overview of Forum and its various activities, functions and developments. The role is undertaken primarily through the Events Team, by facilitating meetings and discussions.

**Key aspects and skills:** coordinating, leading, enabling the Events Team to work effectively and creatively.

### Responsibilities include:

- Having a reasonable understanding of Forum's constitution
- Attending and facilitating Events Team meetings and helping to draft agendas.
- Maintaining an overview that looks ahead.
- Identifying and resolving issues, including interpersonal difficulties, that arise within the team.
- Supporting any other member with their role as and when necessary.
- Attending and facilitating Forum's AGM and providing a brief report about the role for the year.

**Time commitment:** 6 Events Team meetings a year (on a weekday evening for around 90 mins), and attendance at the AGM – all via Zoom. Plus, time to complete tasks relevant to the role.

**Expenses:** Costs incurred while volunteering for Forum will be reimbursed as long as receipts are provided.