



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 counts 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; good written and verbal communication skills

Responsibilities include:

- Have a reasonable understanding of Forum's constitution.
- Managing membership data, including annual renewal and new membership applications.
- Communicating with Forum members about annual membership renewals, upcoming Forum events and AGM notifications.
- Producing and circulating attendance certificates for Forum events.
- Assisting with the administration of Forum events.
- Renewing membership of ICO.
- Attending meetings of the Events Team.
- Attending 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.