



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.

The Secretary's main role is:

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; basic Microsoft Office skills

Responsibilities include:

- Having a reasonable understanding of Forum's constitution.
- Attending meetings of the Events Team and keep notes and minutes. To record attendance, issues discussed, decisions taken, and who has agreed to do what and when.
- To type up and email these minutes to the members of the Events Team (indicating 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 ensure Team Members have access to agendas and minutes for each Team meeting.
- To keep a copy of any other relevant paperwork.
- To help the Chair manage the agenda during the meeting, including setting time/date/venue for the next meeting.
- To attend Forum's AGM, provide the agenda, and take minutes (email them to attendees).
- Provide a brief report of the role for the year at each Forum AGM.
- To maintain the paper archive of Events Team minutes for Forum.

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.