



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

Events Team Members bring their skills and experience to meetings and contribute in any way they feel will help. 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 and Zoom as a main means of communication.

Responsibilities include:

- Having a reasonable understanding of Forum's constitution.
- Attending Events Team meetings.
- Putting forward thoughts and ideas as appropriate.
- Helping with the setting up and running of Forum events.
- Attending Forum's AGM

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.