



SCOTTISH HYPNOTHERAPY FOUNDATION - ROLE OF CHAIR/VICE CHAIR

Qualifications and Qualities for either Post

- Holds professional hypnotherapy qualifications at NOS standards acceptable to qualifying for CNHC or PSA registration, and has been in practice for a minimum of 5 years.
- Demonstrates effective and courteous written and oral communication skills with all internal and external parties.
- Demonstrate knowledge of current professional literature and materials, and developments within the field of hypnotherapy.

Chair's Responsibilities/Delegated Duties of Vice Chair

The duties of the Vice Chair are to assist and support the Chair by sharing and taking on delegated duties and elements of the Chair's responsibilities.

The Vice-Chair will temporarily take on the role of Chair should the Chair be unavailable for up to 2 consecutive Board Meetings. Should the Chair be unavailable permanently due to change in circumstances, resignation, long-term illness etc., the Vice Chair will assume the role until an emergency meeting to elect the new Chair can be arranged.

The Duties of the Chair/Vice Chair include, but are not limited to:

- To assume a leadership and decision making and policy role, utilising a variety of techniques, and making decisions from a base of reliable information and evidence. To supervise, inform, develop and implement SHF standards.
- To provide a "public face" for the foundation, including implementing the formation of liaison with, and response to external bodies, including the Scottish Government, OSCR, SCVO, UKCHO, CNHC, PSA, etc. To continue this role by providing a public face for the SHF at their own Conferences and events, including opening and closing remarks, and guest hospitality duties.
- To assist all Executive Board members with their duties, as required, and to supervise and facilitate the roles of Vice Chair, Secretary and Treasurer in relation to SHF duties and responsibilities, both internal and external, and legal in respect to OSCR charity status.
- In liaison with any relevant Executive Board Director, to confer on all public and media statements or releases on behalf of SHF business, including where an SHF member has come into public or judicial awareness for any reason.
- To assist with the development of SHF by attending workshops, institutes courses and conferences relevant to that purpose, and to maintain current knowledge of hypnosis practice and education.
- To have management responsibility, along with the Treasurer, of all SHF assets and finances, and the disposal and use of these in the most cost-effective manner.
- To assist with hypnosis programme development where required, and to monitor and inform the implementation of curriculum or ethical changes occurring within the wider hypnotherapy training field in the UK.
- To assist in the preparation and development of any Professional Development Plan the SHF wishes to adopt.
- Perform any other duties assigned by the Executive Board to improve the effectiveness of the SHF Charity.