



SHF Newsletter



Newsflash - July 2017

The Way Forward

With changes just around the corner, what do you want to happen with the SHF?

The establishment and solid foundation of the SHF over the past few years has been due to the dedication and hard work of the initial board members and though we will all miss John, Jo and Rae's leadership, knowledge and guidance, having such a major change within the board will mean that there will be changes in the SHF as it moves forward to an new era.

As we continue to grow and evolve, the new board members will have their own ideas as to how that will happen.

My question is, what changes do you want there to be? Do you want to influence how the SHF progresses in the next year, five years or more?

Do you want to become a board member, or

maybe just have some ideas that that we should consider - all are welcome.

How do you envisage the SHF in the coming years? Do you want more CPD (and if so, on what subjects). Is there an event close to you, that you think we should get involved in, or maybe its just a subject of interest - we'd love to hear about it. Do you want something different in the Newsletter or Conference, or even something completely new?

Though this is a sad time, to say goodbye to such loved and respected members of the board, it is also an opportunity to move to the next phase in our evolution.

We are interested in you and your ideas, so let us know what you want, what you need and how you want the SHF to continue to progress in the best proactive way forward for you.

The Positions

Though there are three main positions The Chair, The Secretary and The Treasurer that need to be filled, if there is an area that you have an interest in / have expertise in, then why not propose that position and come on board.

At the moment the position of Secretary and Treasurer are one position, but you can take on either one or both positions - your choice.

Overleaf we detail a little about these positions

which may be of interest to you. For further details, contact Jo Goss at info@scottishtherapy.co.uk.

We are looking for applications to be in by Monday, **31st July 2017**, so that the transfer can be handled smoothly and efficiently.

Voting will take place at the AGM on Saturday, 23rd September 2017.

We look forward to all your contributions.

Chair

The Chair needs to hold a minimum professional hypnotherapy qualification to NOS Standards acceptable and qualifying for CNHC or PSA Registration and have been in practice for at least 5 years.

Be able to use leadership, supervisory, and administrative skills so as to promote the use of, and educational development and availability of Hypnotherapy within Scotland.

Conduct and chair board meetings, plus attend additional meetings, workshops, institutes, courses and conferences where necessary.

Encourages new ways of promoting / publicising activities of the SHF. Assist in the development, implementation and supervision of the SHF standards and the SHF Professional Development Plan and adheres to the SHF Code of Ethics.

Have a knowledge of current professional literature and

materials including the effective development within the field of hypnotherapy.

Liaise with other organisations, eg Scottish Government, OSCR, SCVO, UKCHO, CNHC, PSA, etc on the role of SHF.

Facilitates development of programs, monitors implementation of changes within the wider hypnotherapy-training field.

The Chair shares some specific duties with both the Treasurer and Secretary, eg managing finances, media statements, grant applications, OSCR returns, agenda for meetings, policy reports, records, plus other paperwork appropriate to the SHF administration. Whilst other duties involve the whole board, members, etc, eg Board meetings, Conferences or Sub-Group meetings.

Performs other duties assigned by the Executive Board to improve the effectiveness of the SHF.

Treasurer

The Treasurer role though not as prominent as the Chair, or as visible as the Secretary, is still an important and essential role within the organisation.

It is their responsibility to maintain the accounts, record any income and issues receipts, pay expenses and settle invoices to ensure that the SHF maintains an accurate record for accounting purposes.

Liaises with the SHF's accountant (which at the moment is local to Jo Goss the current Treasurer, but it is suggested that this is changed to one more accessible to the new Treasurer).

The Treasurer handles all correspondence on financial matters, liaises with the bank and submits claims to HMRC or other organisations as required.

Prepares and presents interim financial reports.

Is one of the four signatories required for all financial transactions, eg minimum of two signatures required for all cheques.

Collection of Membership fees and Conference payments are done primarily through automatic payments via BACs, - PayPal and EventBrite.

Liaison / communication with the Chair and Conference Director is required, eg check of finances, grant applications, reports, payment of venue, etc.

Performs other duties assigned by the Executive Board to improve the effectiveness of the SHF.

Secretary

The Secretary role is the first point of contact for SHF Members and members of the public.

Responsible for SHF membership applications, plus any reminders for membership renewals and issue of certificates; membership and CPD for Conference & Workshops (as appropriate).

Maintain registers. Arrange the Annual AGM and Quarterly Board Meetings. Take minutes and issue them as appropriate .

Forwards relevant information via email to Trustees and members. One of four signatories for any financial transactions.

Liaise with web provider and provides updates for inclusion on website, eg new member's details, newsletters, minutes of meetings etc).

Supports Chair, Conference Dir & Treasurer as required.

Any other miscellaneous duties as requested by the Chair/ Board to improve the effectiveness of the SHF.