

## IACP Terms of Reference

<b>Name:</b>	Supervisors' Forum Organising Committee (SFOC)
<b>Reporting to:</b>	IACP Board of Directors
<b>Reporting Mechanism:</b>	Written Report twice yearly to the Board of Directors. Attendance at Board Meetings twice yearly to present reports and at other meetings if and when necessary. All meetings with the Board to be scheduled in advance.
<b>Purpose &amp; Scope:</b>	To provide for the professional development, support and networking needs of IACP Accredited Supervisors throughout the country and to develop an ongoing system to meet these needs.

### Specific Outputs Required (Responsibilities of SFOC)

- a) To liaise with the existing Regional Committees to develop educational, support and networking opportunities for accredited supervisors within each region; Dublin, West/North West, Midlands, North East, N Ireland, South East, Southern Regions.
- b) To arrange at least one forum meeting annually with supervisors in each region.
- c) To organise a National event/Conference related to supervision annually/or every 2 years hosted by IACP
- d) To develop and monitor an online Supervisors' Forum
- e) To manage the budget allocated to the committee
- f) To liaise with "The Irish Journal of Counselling and Psychotherapy" editorial committee

### Relationship to other Committees

Supervisors' Forum Organising Committee will have at least:

- One member representing the Board of Directors
- One member representing the Supervision Committee

The Committee will report twice yearly with the Board of Directors and liaise regularly with:

- The Supervision Committee
- The Director and chairs of the Regional Committees
- The "Irish Journal of Counselling and Psychotherapy" editorial committee

The committee will adhere at all times to the IACP Constitution, Policies, Bye-laws, and Regulations

### **Committee Structure**

The Committee will comprise 7 members representing as far as is practical the geographical spread Regionally

The membership of the committee will ideally be a mix of experienced and newly accredited Supervisors including a member of the Board of Directors and a member of the supervision Committee.

**Duration of Committee:** Permanent Committee

Membership to be a minimum of one year and maximum of 3 years with a maximum of 2 consecutive terms

The Committee will meet at least 4 times annually.

### **Decision Making Process:**

Majority vote with the chair holding the casting vote.

A quorum will be one third of membership number plus one (3 members)

**Duration of meetings:** 4Hours (Discretionary)

Minute Taker: Member of Committee

Minutes to be circulated to all committees and approved at next meeting.

### **Budget & Resources**

Committee member expenses

(Travel & subsistence): €4.000 Reviewed annually

Forum Expenses: €10.000 reviewed annually