



Title:	Client and Family Council Volunteer Secretary
---------------	---

DESCRIPTION

The Secretary of the Client and Family Advisory Council is responsible for taking notes during the meeting. This allows the meeting leader to concentrate on leading the discussion without having to write down what's taking place at the same time.

A. RESPONSIBILITIES AND DUTIES

- Attend each CFAC meeting and to accurately record the proceedings in the minutes using a standard form provided by the Coordinator
- Send meeting minutes to the Coordinator for approval within 72 hours after the completion of the meeting

B. REQUIREMENTS

- Over 16 years of age
- Lived experience or experience with a family member or loved one who has experienced mental illness or addiction and has accessed services at AMHS-KFLA in the past two years
- Ideally, members will have access to email and the internet

C. SKILLS AND ABILITIES

- Experience with email and word processing
- Possess strong organizational abilities
- Have excellent communication and interpersonal skills
- Be able to work collaboratively with others
- Respect confidentiality in all forms (paper, oral, digital)
- Be able to write clearly and concisely
- The ideal candidate has access to email and the internet

NOTES:

- Meetings are held monthly for 12 months a year and are typically 1.5 hours in duration.
- The role generally requires a commitment of 3-5 hours per month
- The term of office is one year. Members may seek to renew their position annually, for up to four years.