

Support Group Convenor Role Overview:

The Support Group Convenor plays a key role in ensuring the smooth operation of monthly support group meetings. This role is essential in fostering connection, continuity, and care within the support group community. Working closely with the Support Group Facilitator, the Convenor is responsible for:

Description of Duties

- **Meeting Coordination:** Organizing and preparing for monthly meetings, including handling all logistical aspects.
- **Member Communication:** Acting as a liaison between the group and its members by maintaining regular contact. This includes remind members of upcoming meetings and sharing relevant updates.
- **Reporting:** Communicating regularly with the Support Services Specialist at BTFC to report any pertinent information regarding the group or its members.
- **Collaboration:** Supporting the Facilitator in creating a welcoming and supportive environment for all attendees.

Qualifications:

To be successful in this role, the Support Group Convenor should possess the following qualifications:

Strong Organizational Skills: Ability to manage meeting logistics, maintain accurate records, and coordinate communication with group members.

- **Computer and Administrative Proficiency:** Comfortable using email, spreadsheets, and other basic digital tools to support group operations and reporting.
- **Excellent Communication Skills:** Capable of engaging with group members through one-on-one conversations, offering empathy and support to those affected by brain tumours.
- **Team Collaboration:** Able to work effectively with the Support Group Facilitator and other team members to ensure a welcoming and supportive group environment.
- **Willingness to devote time:** Willing to devote time to maintaining regular contact with group members through calling or email, ensuring they feel informed and supported.

Special Requirements: Volunteers must be 18+ years of age and willing to undergo a vulnerable sector check.

Time Commitment: 5-6 hours per month with some groups breaking over the summer.

A 1-year commitment is preferred.



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