

SMART Recovery Family & Friends

Meeting Facilitator

Role Description and Requirements

Personal Qualities / Prior Training Requirements

- ⚙ You must have completed the 'Introduction to SMART Recovery' and 'Getting SMART' training modules.
- ⚙ You must have lived experience of a family member or friend with addictive behaviours
- ⚙ Ideally, you should have attended at least 5 Family & Friends meetings, online or face to face.
- ⚙ Ideally, you will have had experience of co-facilitating meetings before you start to facilitate your own meeting
- ⚙ You will be at a stage in life where your own situation is stable
- ⚙ Able to commit wholeheartedly to SMART Recovery values.
- ⚙ Good communication skills and able to engage others
- ⚙ Good organisational skills, able to manage own time and lead a balanced life
- ⚙ A team player, willing to work with others, both volunteers and staff, for the good of the SMART Recovery organisation and the meeting participants
- ⚙ Willing to act as an ambassador for UK SMART Recovery and help to build its good reputation.
- ⚙ Self-motivated, able to make a regular commitment of time and energy to UK SMART Recovery Family & Friends meetings

Core Tasks

- ⚙ Abiding by the Facilitators code of conduct
- ⚙ Completing the authorised training for Family & Friends Facilitators
- ⚙ Ensuring meetings are correctly registered with UK SMART Recovery
- ⚙ Running meetings according to the SMART Recovery Meeting Structure
- ⚙ Ensuring the Opening Statement is read at every meeting
- ⚙ Sharing the Meeting Guidelines at every meeting

Setting up Meeting(s)

- ⚙ Finding a suitable location/venue (e.g. a church hall, community centre, charity premises, fire station community room, supermarket community room, library, leisure centre).
 - Please note; if Meeting Facilitators agree to hire a room they are responsible for any payment. Unfortunately, SMART Recovery does not have funds to cover hire of rooms.
- ⚙ Promote the meeting by liaising with treatment providers, GP's and local services using the fliers and posters in meeting registration pack. (or available from Central Office on request)
- ⚙ Procure necessary resources such as flip chart, paper and pens, tea and coffee if facilities available
- ⚙ Recruit volunteers to help with practical tasks

Admin Tasks

- ⚙ Complete monthly survey from Central Office.
- ⚙ Notify Central Office of any changes to the meeting as soon as possible
- ⚙ If passing the hat for donations, ensure a record is kept and money stored safely.
- ⚙ Collect leaflets and contact details of other useful services, e.g. debt and money advice, food bank, benefits advice, housing advice, counselling services, out of hours health care etc.

Meeting Management

- ⚙ Ready meeting room: Arranging chairs, flipchart and laying out SMART materials
- ⚙ Meeting and greeting participants
- ⚙ Providing SMART Recovery Family & Friends materials
- ⚙ Tidying the meeting room after the meeting, disposing of used flipchart pages, collecting unused materials and securing room if need be

Meeting Facilitation

- ⚙ Initiating the check-in.
- ⚙ Verifying and setting topics for the meeting agenda with the group.
- ⚙ Initiating and overseeing the group discussion / work time.
- ⚙ Managing challenging participants with the help of the group.
- ⚙ Using a flipchart to highlight discussion points and ensure at least one SMART Family & Friends tool is demonstrated at each meeting.
- ⚙ Concluding the discussion with check-out and sign posting.

- ☼ Encourage others to think about training to become Meeting Facilitators