

# SMART Recovery 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.
- ✳ Ideally, you should have attended at least 5 SMART Recovery meetings
- ✳ 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 recovery 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 SMART Recovery 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

### Core Tasks

- ✳ Abiding by the Facilitators code of conduct
- ✳ Completing the authorised training for 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**

- ✳ Readyng meeting room: Arranging chairs, flipchart and laying out SMART materials
- ✳ Meeting and greeting participants
- ✳ Providing SMART Recovery 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 tool is used at each meeting.
- ✳ Concluding the discussion with check-out and sign posting.
- ✳ Encourage others to think about training to become Meeting Facilitators