



SCUF at Lifecraft
The Bath House, Gwydir Street
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Chair's Job Description

This document outlines the key roles and responsibilities for the Chair of SCUF.

Payment: £10 per hour, 2 hours per week

Location: Based at Lifecraft, The Bath House, Gwydir Street, Cambridge, CB1 2LW.

The purpose of SCUF

To enable people who have accessed mental health services to come together, share information and experience, provide mutual support and build a collective voice to help bring about positive change.

The role of Chair

To chair and help plan quarterly SCUF meetings, as well as encourage service user involvement and attendance.

Responsibilities

Supported by the Facilitator, the Chair will be expected to:

- Organise and call four quarterly, topic focused, SCUF meetings a year and chair these meetings (2009/10: April, July, Oct, Jan)
- Determine the agenda and topic for each meeting through consultation with the membership.
- When necessary present the Forum's viewpoints and findings to the appropriate persons in the appropriate manner.
- Develop knowledge of issues that affect mental health service users in Cambridge and South Cambridgeshire.
- Develop good working relationships with representatives of the local and regional agencies and organisations that SCUF approaches.
- Encourage effective communication between SCUF and other mental health service user forums in the county.
- Promote SCUF membership and encourage attendance of quarterly meetings by service users, their carers and representatives.
- Help ensure that the membership is kept up to date with relevant local and national mental health issues via the SCUF website, email and quarterly meetings.
- Help ensure that SCUF is striving achieving its aims and objectives at all times.

Skills and experience:

The Chair should:

- Be an ex/current mental health service user.
- Be able to chair meetings effectively or undertake the necessary training to do so.
- With the support of the Facilitator, be able to deliver the views of SCUF verbally and in writing.