

# Guidelines

of

## CCIS

### Co-Counselling International in Scotland

Version November 2004



HOW TO MAKE CHANGES IN GUIDELINES.....	2
AGM CONVENOR/S Guidelines.....	2
TREASURER Guidelines .....	3
MEMBERSHIP ADMINISTRATION Guidelines .....	6
GOOD&NEWSLETTER Guidelines.....	7
CCIS COMMUNITY DAY ORGANISER Guidelines.....	8
TRUST PERSONS Guidelines.....	10
INTERNATIONAL CONTACT PERSON Guidelines.....	12
MAILSHOP ORGANISER Guidelines.....	13
NETWORK REPORTER Guidelines .....	13
ARCHIVIST Guidelines .....	15

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## HOW TO MAKE CHANGES IN GUIDELINES

1. Guidelines are statements of working practice to suit the needs of the members of the network and the circumstances of the postholder or postholders.
2. If a postholder wishes to change his or her guidelines, firstly they must consult with any other postholders who may be affected by the change and the AGM Convenor, and then they negotiate an agreement as to how the change can best be operated.
3. Any change to the guidelines to be printed in an article in the next Newsletter, and brought to the next AGM as a proposal for the members to consider. In the meantime the negotiated change can be put into practice.

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## AGM CONVENOR/S Guidelines

### **Role**

The role can be filled by one person or a team who have between them experience of co-counselling and knowledge of how the CCIS Network functions.

### **Key Tasks**

1. To plan and run a well attended AGM normally in November
2. To ensure there is a quorum\* for any AGM or SGM
3. To encourage and enable members to participate in making decisions for the Network
4. To keep members informed about AGM matters
5. To prepare an outline agenda for the AGM/SGM
6. To publish any proposals to change the Constitution
7. To liaise with post-holders to ensure that the invitation to the AGM includes their reports and reflects the activities of the Network
8. To ensure that AGM decisions are recorded.

### **What does the AGM Convenor need to know to do this job?**

- \*That the quorum for an AGM/SGM is 12 members, or 10% of the membership, whichever is the greater
- An understanding of the key points for action throughout the year
- Who the post-holders are, and what their role is.

## **What are the deadlines the Convenor needs to keep?**

The AGM Convenor has tasks which are tied to the timetable of the Newsletter, the only vehicle of communication we have for all members at any one time, which appears four times a year.

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|--------------------------|--|
| <b>Spring Newsletter</b> | <ul style="list-style-type: none"><li>• Place advertisement for the AGM next November</li><li>• Request proposals for the AGM from the members</li></ul>       |
| <b>Summer Newsletter</b> | <ul style="list-style-type: none"><li>• Draft outline agenda including members' proposals</li><li>• Prepare any proposed changes to the Constitution</li></ul> |
| <b>Autumn Newsletter</b> | <ul style="list-style-type: none"><li>• Prepare the Invitation to the AGM which contains the Agenda, accounts, budget, Network reports etc.</li></ul>          |
| <b>Winter Newsletter</b> | <ul style="list-style-type: none"><li>• Include the minutes and a record of decisions taken</li></ul>  |

## **Who could help, support or liaise with the AGM Convenor/s?**

CCIS members, post-holders, Focus Group Convenors, teachers and past AGM convenors

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## TREASURER Guidelines

### **Role**

The Treasurer's role is to manage the financial affairs of CCIS.

### **Key Tasks outlined in the Constitution adopted by the AGM in November 2001**

- The Treasurer is responsible for keeping accounts of all income and expenditure and preparing accounts of all income and expenditure for the AGM.
- He/she also proposes the level(s) of subscription to be agreed by the AGM.
- He/she must also prepare a budget for the following year for the AGM to set.
- If the AGM fails to agree the accounts or set a budget, the Treasurer may do this in consultation with the AGM Convenor(s), the Membership Administrator, and the Newsletter Editor(s).

- Between AGMs the Treasurer may take any necessary decision on day to day financial matters within an agreed budget.
- If there is a need to alter or exceed a budget between AGMs, the Treasurer may do this in consultation with the AGM Convenor(s), Membership Administrator and Newsletter Editor(s).
- The Treasurer may open and close bank accounts but must report any changes to the next AGM. There must be at least two authorised signatories for any CCIS bank account, which may be operated on an either/or or both/and basis as determined by the AGM.
- The Treasurer is trusted by the AGM to determine and deal with travel bursaries.
- The Treasurer may also negotiate levels and methods of payment of subscription with members who cannot afford the lowest level agreed by the AGM.
- The Treasurer administers the following CCIS funds - The Aid Fund, and Promotion Fund.

### **What does the Treasurer need to know to do this job?**

1. He/she must have a good grasp of figures, and some knowledge of keeping accounts.
2. He/she must also have a commitment to deal with any payments or receipts swiftly and accurately.
3. He/she should also have a willingness to help fellow job-holders and members of CCIS with financial advice.
4. It will be helpful if the Treasurer has access to a computer and email.

### **What are the deadlines which the Treasurer must meet?**

1. He/she must prepare accounts for the financial year which ends in July to be included with the Autumn Newsletter in September as part of the Invitation to the AGM.
2. He/she must also put forward a proposed budget with explanations for entries, in the Autumn Newsletter as part of the agenda for the AGM in November.

### **Who could help, support or liaise with the Treasurer to do this job?**

Any post-holder, or any members of CCIS, and/or the bank manager.

## **CCIS FUNDS**

### The BUDGET FOR THE AGM

It was agreed by the AGM in 2002 that there should be a £250 maximum budget for the AGM to include administration costs, venue costs, and production of the AGM invitation and post AGM reporting.

### The AID FUND

1. This Fund is ring-fenced and therefore is not shown in the annual budget.
2. Its purpose is to give grants to people on very low incomes or benefits to assist them to do Fundamentals.
3. The Fund has been created over time by generous grants and gifts from teachers and other co-counsellors.
4. It is left to the discretion of teachers as to when they explain the fund to an applicant.
5. A teacher may apply to the Treasurer for a grant of up to £20 from the Fund on behalf of someone wishing to do his or her Fundamentals course who in his/her opinion qualifies for a grant.
6. Donations to the Aid Fund may be made via the annual subscription form.

### The PROMOTION FUND

The purpose of the Promotion Fund is to cover 3 areas of funding - General Promotion, a start-up loan for new teachers to cover publicity etc. and a loan for established teachers.

#### 1. General Promotion

- To support activities that promotes Co-Counselling and the CCIS Network , outwith the CCIS Newsletter
- Promotion of specific workshops and Fundamentals courses is excluded because they may receive support and funding from the Workshops fund.
- General promotion grants will only be awarded after a budget has been presented to the treasurer and checked for "Value for Money". This may involve consultations with other members of the Network.
- A General Promotion grant is only available to a current member of CCIS.

#### 2. Supporting the start-up of new, independent teachers

- Teachers who wish to start teaching Co-Counselling Fundamentals, and who are taking financial responsibility themselves for this for the first time, may apply for a loan up to a maximum of £70 in order to cover the cost of publicity.
- If the Fundamentals course is profitable the full loan must be repaid.
- If the Fundamentals turns out to be unprofitable or cancelled, 25% of the loan needs to be paid back immediately. The rest of the loan is on hold until the next, more profitable Fundamentals course is run. It needs then to be paid back in gradual steps in agreement with the Treasurer.

### 3. Supporting established teachers

- After some years, the Treasurer may propose to the AGM that the loan may be converted into a grant.
- Established teachers may apply for a loan that covers 75% of the planned publicity costs with a maximum of £70.
- This loan must be paid back regardless of whether a profit or a loss is made, in a time frame decided in consultation with the Treasurer.

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## MEMBERSHIP ADMINISTRATION Guidelines

### **Role and Tasks**

This role can be filled by one, or several, co-counsellors.

### **Key Tasks**

1. To keep an up-to-date membership list for CCIS, which is published in each Newsletter
2. To collect membership details for the membership list
3. To collect annual membership subscriptions and pass these on to the Treasurer
4. To ensure that there is liaison between fundamentals teachers and the membership team about newly trained co-counsellors.
5. Feedback to the Network via the AGM and the network report.

### **What do Membership Administrators need to know to do this job?**

The links that exist between the Membership Administration Team and:

- the Newsletter – their deadlines, publishing needs
- the Membership List database – providing labels and lists for the Newsletter
- the Treasurer – receiving subscriptions from the Membership Team
- Teachers of Fundamentals – how this link will operate e.g. where responsibilities lie and what they are

### **What are the deadlines the Membership Administrators need to keep?**

- Newsletter copy dates – for printing lists and labels – (1st of March, June, Sept and Dec)
- Letters requesting subscriptions to renew membership (to arrive first week of January, subscriptions deadline end January)
- Phone follow-up for non-payers (end January)

- Fundamentals dates, so that liaison can be made at appropriate times
- Feedback to the AGM and network report

### **Who could help, support or liaise with the Membership Administrators to do this job?**

- The Newsletter Editorial Team
- The Treasurer
- The Convenor/s of the AGM
- Community Day Organiser
- Previous Membership Administrators
- The teachers of fundamentals

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## **GOOD&NEWSLETTER Guidelines**

- 1 For the newsletter to appear regularly four times a year, which are currently in March, June, September and December.
- 2 For it to contain up-to-date membership lists and the necessary information for the upkeep of the Scottish network.
- 3 For it to contain full listings/information on relevant Scottish and other CCI workshops, including community days.
- 4 For the newsletter's house-style to be suited to the needs of the members of the network.
- 5 For the content to reflect the nature and interest of the network and to be relevant to co-counselling.
- 6 That while discussion and dialogue about ideas and issues in co-counselling are encouraged, no contributions will be published that are personally critical of any co-counsellor. If the newsletter editors find reports to be personally critical of any co-counsellor then the reports should go the Safety Focus Group.
- 7 Complaints about the newsletter, which cannot be resolved at the Newsletter Focus Group, may be taken to the Safety Focus Group.
- 8 That in the event of unforeseen disaster, the editors ask for whatever help they need from the network to make sure the calendar of events, the workshop information and the membership and contacts list appear in the due month.

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# CCIS COMMUNITY DAY ORGANISER Guidelines

## **Role**

This role can be filled by one, or shared by several, co-counsellors.

## **Key Tasks**

### **1. To organise and publicise a programme of regular Community Days hosted by CCIS members, mainly in the Edinburgh area**

- To liaise with membership (mostly by phone).
- To persuade approximately 12 members per year to offer their homes as venues for a day (usually the first Saturday or Sunday of the month).
- To publish details of forthcoming Community Days in the quarterly CCIS newsletter.

### **2. To support hosts**

- By supplying information, advice and support prior to the Community Day
- To follow up any issues arising from Community Days
- To ensure that hosts collect appropriate fees at Community Days and pass on 50% to Treasurer

### **3. To encourage participation of membership**

- To encourage new CCIS members to participate in Community Days by supplying relevant information to Fundamentals teachers
- To encourage established CCIS members to participate in Community Days, and to act as hosts and mentors to newer members
- To try to accommodate requirements of membership in the Community Day programme.

### **4. To feed back to CCIS Network**

- To liaise with rest of membership team
- To raise any issues arising from Community Days with other relevant postholders.
- To compile a report of the year's activities for the AGM network report



## **What do Community Day Organisers need to know to do this job?**

- the **Newsletter** – their deadlines, publishing needs
- the **Membership List** – to establish which members are willing to act as host, who can help with facilitation, who attends Community Days regularly and which members (e.g. new) may need additional support/encouragement to attend.
- Current **Guidelines for Community Days** (e.g. timings, required advance notice to Hosts, procedures re fee collection). These may change from year to year as decided by AGM and will include -
- What is required of **Hosts** i.e. to provide soup and basics for lunch, to define facilities available and any 'ground rules' in the home (e.g. re noise etc), to collect fees and send takings to Treasurer, to have the right to 'take a back seat' and nominate another participant to facilitate the day.
- What is required of **Participants** – to notify Hosts in advance of attendance, to arrive promptly, to bring food to share.
- What is required of the Group on the Day – to be prepared to negotiate activities/timings on the day, and contribute needs, wants and offers.
- **Fee Collection** Procedures – in order to communicate details of these to Hosts. Current policy is that the onus is on Hosts to collect and send monies direct to the Treasurer, after deducting 50% of takings to cover own costs. Fees/concessions for Community Days are £2 per whole day, £1 per half day and half price for low earners.

## **What are the deadlines the Community Day Organiser needs to keep?**

- **Newsletter copy dates** –to supply quarterly advance details of next 4 community days – (1st of every March, June, September and December)
- **Ring round membership** to organise/confirm next quarter's community days by the month before Newsletter deadlines ( i.e. February, May, August and November)
- Contribute to **Network report** (by end August)
- Feedback to the AGM – (November)

## **Who could help, support or liaise with the Community Day Organiser to do this job?**

- The Membership Administration Team
- CCIS Members – by offering to host or to help facilitate Community Days
- The Newsletter Editorial Team
- The Treasurer
- The Convenor/s of the AGM
- Previous Community Day Organisers

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## **TRUST PERSONS Guidelines**

### **Role**

The primary role of the Trust Person is to support and encourage any co-counsellor, who comes to them with a co-counselling related problem or issue, to take responsibility and deal with it themselves by:

- listening and reflecting back
- supporting the co-counsellor to identify practical and emotional problems, and options for action

### **The options for action by the co-counsellor**

These may include:

- using sessions and identity checks to clarify re-stimulations
- sharing respectfully using face to face communication
- taking part in a conflict resolution with the party/s involved and the support of one or more Trust Persons or experienced co-counsellors
- raising the issue at the Safety Focus Group preferably without naming individuals
- or in an extreme case, raising the practical issue at the AGM absolutely without naming individuals

### **How they work**

When a co-counsellor brings an issue to a Trust Person, the Trust Person will tell them that, with their consent, they may seek support for themselves from another Trust Person. This is to help Trust Persons to maintain their balance of attention and neutrality. The person may veto the suggested 'Support Person', in which case the support of another Trust Person may be negotiated.

## **Support for Trust Persons**

A Trust Person approached for support by a co-counsellor has the right to refuse, in which case the person can seek the support of another Trust Person. Reasons why a Trust Person might refuse to give support include:

- if the Trust Person feels that they are too closely linked to the issue and therefore not impartial,
- if they are re-stimulated by the issues and cannot maintain a balance of attention,
- if the person vetoes the use of a 'Support Person' by the Trust Person
- if the person seems beyond the boundaries of co-counselling e.g. has not got consistent free attention.

## **Boundary issues**

If the Trust Person feels a person approaching them for support is beyond the boundaries of co-counselling e.g. has not got sufficient consistent free attention to take their turn as counsellor in a session, they will, if necessary, support and redirect the person to a voluntary or professional form of support e.g. Women's Crisis Counselling for self-harming, Cruse etc.

The Trust Persons and Safety Focus Group will compile a list of agencies for this purpose.

## **Extreme cases**

In extreme cases, where a Trust Person and his/her 'Support Person' believe that there is a potential danger to person or network and the problem has not been resolved directly by the persons involved, the Trust Person will seek the advice of a third Trust Person.

If the three of them believe it to be necessary they may then take the issue to the Safety Focus Group.

The group will then decide what to do and may take the issue to the AGM Focus Group and the AGM if necessary.

## **Safety Team**

As has happened in the past, an impartial safety team may be created to listen to the different truths involved and to look further in depth at the issues.

## **Who are Trust Persons accountable to?**

To everyone in the network and to their fellow Trust Persons. They may be asked to report to the AGM in general terms.

## **How long should they serve for?**

Three years recommended, followed (if possible) by a year in an advisory role. A Trust Person may then be re-elected.

## **What guidelines should they follow?**

The Trust Person Guidelines as passed by the AGM in 2001.

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## **INTERNATIONAL CONTACT PERSON Guidelines**

### **Role**

The role of the International Contact Person is to facilitate communication between CCIS and the outside world.

### **Key Tasks**

To make sure that contact names and details for CCIS are correct wherever they appear – either on the web, or in other co-counselling publications or on websites.

To receive any queries for information about CCIS and to deal with them, or to pass them on to the appropriate person or persons.

### **What does the International Contact Person need to know to do this job?**

The International Contact Person needs to have a computer and to be able to access the Internet.

He/she needs to have an understanding of CCIS, and who its current postholders are, and what are their roles.

He/she also needs to be aware of the year's timetable, and what major events or workshops are planned.

### **What are the deadlines the International Contact Person needs to meet?**

To deal with any enquiries within a reasonable space of time.

To contribute to the Network Report about the year's contacts.

### **Who could help, support or liaise with the International Contact Person?**

- Any postholder, and in particular the editorial team of the Network Report
- Any person running a workshop or event in Scotland
- Any individual member of CCIS.

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## MAILSHOP ORGANISER Guidelines

### **Role**

The role is best filled by one person who can provide some storage space

### **Key Tasks.**

To keep in stock sufficient teaching manuals and other materials to supply and sell to members and individual students – particularly for Fundamentals

1. To keep in stock to supply and sell as requested other co-counselling material for CCIS members
2. To keep financial and other records.

### **What does the Mailshop Organiser need to know to do this job?**

1. Which manuals or other materials teachers or CCIS members are likely to request
2. Contact details and costs of manuals and other materials
3. The amount of budget held by the treasurer for the mailshop

### **What are the deadlines the Mailshop Organiser needs to keep?**

1. To provide manuals etc for sale to teachers and members when required.
2. To produce a report to the AGM including accounts of any financial dealings

### **Who could help, support or liaise with the Mailshop Organiser to do this job?**

CCIS members, the Treasurer and other post-holders, teachers, AGM convenors and convenors of Focus Groups.

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## NETWORK REPORTER Guidelines

### **Role**

one person, two people or a team can fill the role of the Network Reporter.

## **Key Tasks**

to reach out to all members of the Network to ask them how they have experienced co-counselling within the Network (or beyond) during the past year.

The experiences which the AGM would like to hear about cover all aspects of co-counselling in Scotland: for example: -

- the type, practice and level of sessions that co-counsellors find helpful and useful
- the nature and enjoyment of Community Days
- feedback on the content and style of the Newsletter
- the type and quality of workshops and residentials
- the activities and value of support groups

This may be achieved by any means which the Network Reporter(s) may choose to employ – e.g. articles in the Newsletter, an individual letter to each member, contact by email, telephone or face to face conversations.

To attend the AGM and present the Report to the members.

## **What does the Network Reporter need to know to do this job?**

The individual or team need to have some knowledge and experience of the Network e.g. who the current postholders are, and what are their responsibilities, and what major events have taken place throughout the year.

The individual or team need to have a commitment to producing a representative, interesting and balanced report from the whole membership.

## **What are the deadlines the Network Reporter must keep?**

The Spring Newsletter deadline with a short reminder article about the role, and the importance for the report of contributions from the members.

The Summer Newsletter for a formal request for contributions, and a description of how the process is to be handled this year. A firm deadline is announced for contributions, to allow time for editing.

The finished report must be ready for printing in the invitation to the AGM which is included in the same mailing as the Autumn Newsletter.

## **Who could help, support or liaise with the Network Reporter(s)?**

Any post-holder, and/or member of the Network.

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## ARCHIVIST Guidelines

### **Role**

The role is best filled by one person who can provide some storage space.

### **Key Tasks**

1. To gather and maintain knowledge, in whatever format, about Co-counselling in general and CCIS in particular.
2. To store information and share it with the network when required.
3. To keep
  - one master copy of every Good and Newsletter
  - one master copy of every Invitation for an AGM or SGM
  - one master copy of the minutes of an AGM or SGM
  - any papers supplied by a Focus Group, teacher or postholder
  - a copy of each teaching manual
  - any other relevant material - books, magazines, articles, tapes etc.
4. To encourage members of the network to feed the archive because it is important to have a record of decisions taken by postholders, teachers, and focus groups on behalf of the network for future reference.

### **What does the archivist need to know to do this job?**

1. Which manuals, papers magazines books etc the network wishes to be placed in the archive
2. What budget the treasurer holds for the archive.

### **What are the deadlines the archivist needs to keep?**

An annual report to the AGM including an accounting of any financial dealings.

### **Who could help, support, or liaise with the archivist to do this job?**

The Treasurer, members, postholders, AGM convenors and teachers.