

Dear Members

Please find some information below which may be of interest to you.

Please note: if interested, you should contact the advertisers of these posts directly and not the IACP. Thank you.

Yours sincerely

The IACP Team

Find IACP on Facebook – Click this link:

<https://www.facebook.com/IACP.CounsellingPsychotherapyIreland>

Volunteering Opportunity on the IACP Executive Committee

The IACP Executive Committee are currently seeking a new member to fill the role of IACP Company Secretary.

This opportunity is open to fully Accredited IACP members.

Closing date for applications is 5pm, 6 February 2015.

Please see the requirements for the role below

The Role of the Company Secretary

Upholding Legal Requirements

The Company Secretary is responsible for helping to ensure that the organisation adheres to its relevant legislative requirements, including the following:

- Signing the Annual Return, certifying that it is correct and submitting it to the Companies Registration Office (CRO)
- Ensuring that the quorum is met for Board meetings
- Acting as the custodian on the organisation's governing documents
- Helping to ensure that the charity's activities fall in line with its objectives

Administration and Disclosure

The Company Secretary is responsible for ensuring that the organisation's records are filed correctly and kept up to date. This encompasses:

- Ensuring that the CRO has accurate and up to date details of the organisation. This would also include the names and addresses of the organisation's Directors
- Sending any updated information to the CRO. For example, this would include filing a B10 for the change of a Director, or amended Articles of Association & and Memorandum

The Company Secretary will also have a number of important administrative duties, including:

- Keeping the organisation's minutes of the Board
- Maintaining the Members Register
- Communicating upcoming meetings to Directors
- Timely circulation of relevant information in advance of meetings (e.g. financial statements etc.)

Essential and Desirable Requirements for Candidates for role of IACP Company Secretary

Essential Requirements:

- Accredited member of IACP
- Ability to develop and manage strategies to ensure IACP compliance with Legal and Statutory requirements
- Ability to execute important documentation on behalf of the company and the Executive Committee
- Ability to help ensure that IACP activities fall in line with its objectives
- Ability to advise on effective decision-making, legal, regulatory matters and risk management
- Ability to provide comprehensive legal and administrative support and advice to the Executive Committee
- Ability to liaise with the IACP Executive Committee, IACP staff and IACP stakeholders.
- Discretion when handling confidential information
- Excellent written and verbal communication skills
- Excellent organisational and time-management skills

Desirable Requirements:

- Ability to lead on issues essential to business performance such as negotiations of contracts, finance, accounting, insurance and property
- Ability to lead on issues of event management

Interested candidates should email Liz Gannon a CV and a cover letter explaining how you meet the above criteria and why you would like take the position of IACP Company Secretary.

Liz Gannon: liz@iacp.ie

Accreditation Committee Seeking Volunteers

If you are interested in Volunteering for the Accreditation committee please download and complete the "Volunteering with IACP" form on IACP Website at <http://www.irish-counselling.ie/voluntary-work-psychotherapy-counselling> and return to Liz Gannon at liz@iacp.ie.

The purpose of the Accreditation Committee is to maintain the highest standards of accreditation within IACP, through processing First Time Accreditation and Renewal of Accreditation applications and advising on all matters relating to Accreditation and Renewal of Accreditation.

Please click on the link below to view the IACP Accreditation Committee Terms of Reference:

www.iacp.ie/Accreditation-Committee

Volunteers needed for Supervision Committee

If you are interested in Volunteering for the Supervision Committee please download and fill in the "Volunteering with IACP" form on IACP Website at <http://www.irish-counselling.ie/voluntary-work-psychotherapy-counselling> and return to Liz Gannon at liz@iacp.ie.

1. The purpose of the Supervision Sub-Committee is to assess applications for Supervisor Accreditation and to recommend criteria for Supervisor Accreditation or any other issues pertaining to Supervision.
 2. With the exception of one member (point 3) all members of the Supervision Committee must be Accredited Supervisors of IACP.
 3. A committee place for 1 Accredited member who is not an Accredited Supervisor (to serve one 3 year term only)
 4. A committee place for up to 2 retired Supervisor members (to serve one 3 year term only)
 5. For all other Supervision Committee members, membership shall be for a minimum of 2 years and a maximum of 2 consecutive terms (6yrs)
 6. The Committee meet monthly
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WARNING - Company Selling Google Adverts

It has come to the attention of the IACP again that Members are being contacted via telephone and email, by a company trying to sell Google Adverts (internet advertising).

This company is NOT Google and we strongly recommend that you do not do business with this company.

We also recommend that you do not give your credit card details to individuals or companies over the telephone with whom you are not familiar with.

Job Opportunity - Part-time Distance Therapists required

MyndServ are looking for IACP Accredited Counsellors and Psychotherapists who have experience in delivering therapy via Skype (or similar video platforms) and are comfortable using CBT and MI methods.

The successful candidates will be paid on a per hour basis, at a rate determined by experience.

To apply, please email Iain at iain.nash@myndserv.com before 1 February 2015 with a copy of your CV and a summary of your distance therapy experience.

More information can be found at www.myndserv.com or by calling Iain on 01 524 1210.

Job Opportunity – Practice Manager, Elmwood Centre, Dublin 4

Role title: Practice Manager

Elmwood Centre is an established psychotherapy practice that provides counselling support services to individuals, couples and families.

We now invite applications for the part time position (9.15-1.15pm) of Practice Manager to be based in our offices at 22 Upper Baggot Street, Dublin 4. This is paid position.

For more information about this role and a job specification, please contact:
info@elmwoodcentre.com or call 01 667 6928.

Please email a cover letter and cv to info@elmwoodcentre.com or post to above address
Closing date for applications Friday 23 January

Website: www.elmwoodcentre.com

Free Talk – OCD Ireland, Dublin 2

OCD Ireland is delighted to host our next free talk on **Wednesday, 21st January 2015.**

Aisling Curtain, BA, MSc, Counselling Psychologist, and ACT Now Ireland Director, will be discussing **Acceptance and Commitment Therapy (ACT).**

As part of this talk Aisling will also be reviewing **How ACT Applies to Obsessive Compulsive Disorder (OCD), Body Dysmorphic Disorder (BDD) and Trichotillomania (TTM).**

There is no booking needed for this event and it will be held in the lecture theatre in St. Patrick's University Hospital, James Street, Dublin 2.

SOS Wellness Workshop – Longford Town

SOS in partnership with **Longford Mental Health Association** is delighted to be hosting a Wellness Workshop on **Monday 2nd February** in **The Longford Arms Hotel, Main Street, Longford Town**. This is a full day workshop running from 9.30am – 4.30pm with lunch included.

If you or anyone you know would like to attend please contact Lisa or Jacqui on 1890 577 577 to book your **FREE** place.

*** Please note that we can only take bookings by telephone.***

Please see below a brief outline of the Workshop:

The Wellness Workshop is a one day workshop that aims to help people understand and take responsibility for their own mental health. SOS is currently running a series of workshops throughout the country which are being offered free of charge to participants, thanks to our wonderful funders the National Office of Suicide Prevention, our Donors and our Fundraisers.

Our facilitators come from very diverse backgrounds including clinical psychology, motivational speakers, lived-life experiences and trained therapists. They combine personal testimony with practical tools and tips that you can use in your everyday life to improve your own wellness.

Throughout the day the workshop will look at our thinking process, the wellness continuum, mindfulness, personality traits, and the wheel of change. This is all done in a very interactive non-intrusive and fun way. Areas covered on the day include relaxation and stress management, understanding the relationship between thoughts and emotions, developing a wellness toolkit and daily plan.

Website: <http://www.suicideorsurvive.ie/>

The IACP is on Facebook

IACP is on Facebook, please like our page by clicking the link below.

<https://www.facebook.com/IACP.CounsellingPsychotherapyIreland>
