

Local support groups – terms and conditions

1. General

- 1.1. You must be a full, practising Member or Fellow of the FHT throughout your tenure as a local support group Coordinator.
- 1.2. You must not do anything to bring the FHT or its members into disrepute.
- 1.3. You must not use local support group meetings or contacts made in your position as Coordinator for any purpose other than group-related business. This includes marketing your own personal business, commercial purposes, or activities such as multi-level marketing.
- 1.4. You may share responsibility for the group with another member eligible to stand for this role. All coordinators must fill in their own application form, and will be vetted in the same way, to become recognised coordinators. Additional coordinators will be considered at the FHT's discretion.
 - 1.4.1. Coordinator applications expire after six months.
- 1.5. The group must be self-financing. Money to fund venue and speaker hire, refreshments, and other sundry expenses will be covered with dues paid by attendees of the meetings. Coordinator travel expenses are excluded.
- 1.6. If the group has an unexpected shortfall, a hardship fund is available, and the FHT must be notified as soon as possible. Any large expenses or cash outlays should be discussed with the FHT before proceeding or committing.
- 1.7. The group should charge a lower price for FHT members to attend the meetings and other events, as this is a membership benefit for them.
- 1.8. Please ensure you let the FHT know about any websites or social media pages that are opened for use by the group. The FHT should be an admin on any social media accounts used by the group.
- 1.9. You must ensure that adequate insurance is in place for any event organised and run by the group. If you are insured with the FHT then you will be covered by our 'Combined medical malpractice, public and products insurance for therapists'. If you hold insurance with another provider, please check your policy.
- 1.10. We will continuously review each group's activity and coordinators must adhere to the latest terms and conditions, found at www.fht.org.uk/coordinator-resources.

2. Meetings

- 2.1. You must run a minimum of four meetings each year, with at least one per quarter.
 - 2.1.1. Cancelled meetings unfortunately will not count towards this and must be made up with additional meetings.
 - 2.1.2. Where possible, at least 24 hours' notice must be given in the event of a cancellation.
 - 2.1.3. The meeting topics must be diverse, with no more than 20% of the meetings being on the same topic, and no more than 40% of meetings being treatment swaps.
 - 2.1.4. If for some reason you will not be able to hold four meetings per year, you must inform the FHT as soon as possible to discuss your situation.
 - 2.1.5. Meeting information must be submitted a minimum of six weeks prior to the date of the meeting. This should be done via the calendar of events form at www.fht.org.uk/coordinator-resources
 - 2.1.6. A meeting is not considered submitted until the date, time, venue, and a topic summary has been given.
 - 2.1.7. If a meeting is submitted after this cut-off date, the meeting cannot be adequately promoted and will not be counted towards the minimum requirement.
 - 2.1.8. Meetings will only qualify for CPD points if they are approved by the FHT. For meetings where CPD cannot be guaranteed in advance, members can write reflective practices.

3. Speakers

- 3.1. Great care must be taken when promoting an evening where the speaker offers training courses in a specific subject that you or your members hope will result in or lead to a qualification. You must check to ensure the FHT will cover this for both membership and insurance, noting that prerequisites may apply. Any speaker talking about a subject which is for personal growth or additional information should ensure the members realise that they are not being qualified in an additional therapy or area of specialisation recognised by the FHT. There are guidelines on the FHT website that give details of how to get qualifications and short courses accredited.
- 3.2. Speakers should not use meetings as sales opportunities. They are invited to provide the attendees with additional information to continue to aid their personal and professional development. If they do have products or courses to sell, they may do so at the end of the session.
- 3.3. Speakers should be free from bias and must refrain from controversy. This includes, but is not limited to, speaking on esoteric subjects, religion specific topics, or promoting alternative professional associations.

4. Resigning

- 4.1. A three month notice period is required if you wish to step down as coordinator.
- 4.2. When you resign, you must return to the FHT all FHT items in your possession as coordinator and anything belonging to the group or purchased using group funds. Where there is a new coordinator ready to take over the group, these may be passed directly to them with prior approval from the FHT.
- 4.3. Any group funds held in cash must be returned to the FHT upon resignation, except when permission is given to pass the funds directly to the successor. If a bank account is in place, wherever possible the signatures must be changed if a new coordinator is in place. Where this is not possible, the account must be closed and the money returned to the FHT where it will be held until a new group is started, at which point the funds will be transferred.