

About this guide and looking after your wellbeing



A quick guide to language

There are a few terms we use throughout this guide it might be useful to explain.

Accessibility

Steps you can take to make sure everyone can take part fully in a meeting. This could be things like making sure there's wheelchair access to your room or using subtitles on Zoom.

Agenda

A list of items to be discussed at a meeting.

Attendees

The people who come to a meeting.

Chair/Chairperson

The person who leads and runs a meeting.

Facilitation

The process of running a meeting. This covers everything from keeping to time to helping everyone work well together.

In-person meetings

Meetings that happen with everyone in the same room.

Lived experience

The knowledge and understanding you get when you have lived through something. In this guide, lived experience means people's lived experience of mental health problems.

Lived experience involvement

When people use their lived experience to shape an organisation's work.

Mental health

Something we all have, just like we all have physical health. It can range from good mental wellbeing through to severe mental health problems.

Minutes

Typed or handwritten notes that record key points from a meeting, including actions and decisions.

Note taker

The person who makes minutes or notes.

Online meetings

Meetings that happen on conference calls or using technology like Zoom and Teams.

Staff member

In this guide, staff member means someone who works for a local Mind or mental health organisation and can support people with lived experience.

Who is this guide for?

We've created this guide to help people with lived experience of mental health problems lead meetings.

At Mind, we're always looking for ways for people to use their experiences, get their views heard and improve mental health support. Leading meetings can be a great way of doing that.



This is just one of the resources available to help local Minds involve people with lived experience in their work.

To find out more, email:
livedexp@mind.org.uk

How to use this guide

We recommend that people with lived experience and staff members read through this guide together before leading meetings. It can help you think about roles and responsibilities and any support that might be needed.

We hope it will help you feel more confident too.

**There's plenty of space for you to make notes.
And the guide is split into two sections:**

1 Information to help people with lived experience lead meetings **Pages 14-52**

2. Information to help Mind staff support those people **Page 54-57**

How we made this guide

It was created by 3 people with lived experience of mental health problems and 2 members of the lived experience team at Mind.

We worked together in workshops to develop and draft the guide. 7 more people with lived experience and 3 young people then reviewed it which helped to improve the content.



First things first Looking after your wellbeing

Before we look at what's involved in leading a meeting, we want to say one thing. Make sure you're supported and look after yourself. You might not know exactly what you need to start with. But the tips below should be useful starters.

✓ Is this the right time to take on this role?

Do you have enough time? It's great that you're passionate about mental health and want to support others. But make sure you're not taking on too much. And remember to focus on your wellbeing too.

✓ What could help you feel more confident?

Do you want to practise chairing with a friend or a local Mind staff member first? Is there any technology you want to try out?

✓ Is there someone who can mentor you or offer advice?

If you know someone who has chaired a lot of

meetings before, could you chat to them?

✓ What support might you need?

Can you have a deputy chairperson who can cover any meetings you can't make? How will you let people know if you're unwell and not able to lead a meeting?

✓ Remember what motivated you.

Lots of people lead meetings to make changes to mental health services and help others. Why not write down your motivation and reflect on this from time to time? It can give you a big boost when you're learning about being a chairperson.

🗨️ **Remember**
it's not all on you.
You can always
ask for help and
support – and it's
important
to do that. 🗨️

- Chairperson with
lived experience



**Find more tips
for supporting
your everyday
wellbeing.**





For each section, think about who you would **contact**. You might want to include Mind staff, friends, family, local organisations and support services. It's fine to include more than one person and to put people in more than one section. Make sure you have contact details for everyone. And if you're struggling to fill in any sections, why not talk it through with a member of staff?

Use your support circle

This support circle can help you think about who to contact in different situations. Try to fill in each section.

It's a useful way to think about all the different emotions you might experience, and what the best response might be. It also helps you see how much support you have around you.

If I feel really **happy** I'll contact:

If I want to have a **good chat** I'll contact:

If I need **cheering up** I'll contact:

If I **feel lonely** I'll contact:

If I'm **in crisis** I'll contact:

If I **feel unwell** I'll contact:

If I need **feedback after a meeting** I'll contact:

If there's an **issue with the meeting** I'm leading I'll contact:

What helps your self-care?



For more wellbeing tips, head to mind.org.uk/wellbeing

Write your ideas here – and try to take time before and after meetings to do these things.

“I have learned that walking and exercise are good for my self-care. Yoga has helped me with my mental health, and having ‘me time’ – which was kind of difficult to understand at first – in the long run helped in my recovery.”

- Chairperson with lived experience

