

Role Profile

Vice President



Directorate: Governance
Service: Presidential Team
Responsible to: Council

Role overview

As a member of the Presidential Team (PT) your role will be ambassadorial, representing IOSH globally. This may typically include attendance at events, meetings, Council or virtually through videoconferencing, webinars or via email.

Vice Presidents (VP) must be prepared to contribute at least 10-15 days per year to fulfil the role and be a proactive member of the PT.

Role responsibilities

1. To suitably prepare for and attend meetings of Council which are usually held in February (1 day) and September (2 days) each year.
2. To suitably prepare for and attend PT meetings (face-to-face and virtual meetings).
3. To attend the IOSH annual Networks Conference, AGM and annual dinner.
4. To represent IOSH at events, conferences, meetings as requested.
5. To support the IOSH network and attend branch and group meetings.
6. To support the Nominations Committee selection process when requested.
7. To support and promote IOSH strategic objectives and campaigns.
8. To represent IOSH and speak to the media when requested.

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Version No. Final

Personal requirements

- Chartered Member of Council, Chartered Member of a Network Committee, Chartered Member of a Standing Committee, Chartered Member of the Nominations Committee, Sub-Committee or Working Party or a Chartered Fellow.
- To be in good standing e.g. paid up member of the Institution with up-to-date CPD (throughout term of office).

Knowledge of IOSH

- Direct experience in IOSH central governance / committee structure, e.g. council, standing committee, group / branch committee or working party.
- Understanding of IOSH strategy and campaign themes.
- Clear understanding of the IOSH Code of Conduct (including integrity, competence, respect, service) and how to deal with potential conflict of interest between professional and IOSH PT role.

Skills and abilities

- Ability to communicate effectively orally and in writing.
- Suitable level of presentation skills relevant to the role.
- Experience in chairing and facilitating meetings effectively.
- Willingness to accept collective responsibility.
- Ability to deal with conflict.
- Proficient in using IT, e.g. email, videoconferencing, social media.
- Experience in dealing with the media (desirable)

Commitment

- Capable of committing the time required to fulfil the role, e.g. at least 10-15 days.

