

## **Constitutional governance guidance for group committees**

**All committees should normally follow the procedures, processes and practices described in this guidance note. Where there needs to be deviation from it, the committee must record the deviation in its own terms of reference. This guidance is subject to the Charter and Byelaws and any Regulations or Standing Orders of the Institution.**

Note 1: A Committee is a continuing body, a Working Party (WP) has a limited life. Both are covered where the generic 'committee' is used in the remainder of this document.

Note 2: This guidance is adapted from the Guidance for Council, Standing Committees, etc. (Corporate Manual, section 2.1.3).

### **1. Overall purpose**

**1.1** The declared overall purpose of IOSH is:

“... to promote systematic and organised methods of improving occupational safety and health ...” Within its specific remit, all activities of a group should support and be consistent with this purpose.

**1.2** In particular, the purpose of each group is to be active in the following areas:

- align with current IOSH corporate 3/5-year plan and priorities
- create networking opportunities and a sense of community
- stimulate and facilitate open dialogue and debate
- facilitate CPD opportunities and knowledge or good practice updates.

**1.3** In addition, groups may choose to have a role in:

- raising IOSH external profile, building relationships
- championing or making inputs on technical issues, guidance documents and so on.

### **2. Reporting**

**2.1** Groups are ultimately accountable to IOSH members, and their own group members in particular. Each group committee must have a 3-year rolling work plan. The overseeing committee for groups is the Networks Committee. Group committees may have subcommittees and working parties reporting to them.

**2.2** The chair of the overseeing committee is appointed by Council.

**2.3** Routine reporting of the overseeing committee is to the Board of Trustees (BoT). However, groups may wish to raise issues of strategic importance which would benefit from wider discussion and member feedback before policy decisions are finalised. Such items should be brought to Council, via Networks Committee and BoT. It is anticipated that Networks Committee might initiate a paper for Council discussion and comment no more than once per year.

### **3. Key responsibilities**

**3.1 Networks Committee:**

- oversight management and monitoring of all groups
- provision of support, mentoring and annual networking opportunities for sharing of good practice

- meetings, attended by groups' chairs or deputies and a member of the support team
- managing the process of forming, improving, merging and dissolving groups, and / or their committees, as appropriate.

### **3.2 Group committee:**

- comply with the Groups Peer Review Process and constitutional and governance guidance
- liaise effectively with IOSH staff and support of corporate activities, via their Relationship Manager
- plan and manage all group activities, including any subcommittees or working parties
- set 3-year rolling plans,
- assess group resource impacts when projects are initially planned
- manage their group budget
- take account of member feedback, from events, corporate surveys and informal contacts
- record group activity to be used for group peer reviews
- agree roles and responsibilities as appropriate to ensure the 3-year plans are successfully delivered
- as appropriate, establish project teams to deliver specific elements of any project plan
- report progress against their plan to the groups peer review panel, fully co-operating with the Groups Peer Review Process.

Each group should document their specific terms of reference without duplicating this generic guidance. For a group, these will typically be part of the group's portfolio and may cover:

- defined area of interest
- size of committee, means of appointment, quorum
- enduring roles within the committee
- 'business as usual' activities, as annual targets (e.g. network events, website postings, articles).

### **3.3 Group project team:**

- deliver a specific element of the group plan, defined by their project plan
- report to the group committee.

**3.4 Groups support team:** head office staff (Relationship Managers) who help to advise and support the plans, budgets and activities of the group committees.

**3.5** Subject to the Charter and Byelaws and any Regulations or Standing Orders of the Institution, responsibility for appointments gives matching powers to remove appointees before the end of their normal term of office if required – e.g. through misconduct or inability to perform duties.

## **4. Membership of group committees**

**4.1** The committee structure is most effective when member volunteers and staff each contribute to the delivery of completed work, with the experience and resources of both parties complementing each other.

**4.2** IOSH members undertake committee work as volunteers, and their personal contributions are accepted in that light. However, it is expected that committee volunteers will make every effort to:

- attend meetings, or provide input via comments to the Chair or another attendee if they cannot attend
- be familiar with decisions made at previous meetings, and the agenda and any papers sent to them for the current meeting
- complete agreed actions to progress committee work between meetings
- alert the committee Chair or Relationship Manager about any concerns that meetings are ineffective, or their potential contributions are not being used
- normally take a lead role in an aspect of the committee's overall activities.

#### 4.3 Numbers:

**4.3.1** Group committees should be large enough to cover the necessary range of interests and competences, and to ensure continuity of work plans, but small enough to ensure responsibilities are accepted personally, and to avoid becoming a 'talking shop'. A business case is needed for IOSH to fund more than six committee members for a small group or nine for a large Group (>3,000 members), or a representative of an outside body.

**4.3.2** Co-option is generally an option, for either specific agenda items, or committee projects. If co-opted for more than a year, co-optees become full committee members, and should be officially appointed via the normal arrangements.

#### 4.4 In order to progress its aims and objectives, each group must form a committee.

**4.4.1** Members of a group committee are to be appointed as follows:

- (a) by election from the members of the group
- (b) by informal appointment (e.g. co-opted by a committee elected under paragraph 4.4.1a).

**4.4.2** Any member of the Institution may sit on a group committee. Non-members may also sit on a group committee. For issues subject to a vote, non-members may not have a controlling majority.

**4.4.3** After three years' service, group committee members must resign and may offer themselves for re-appointment.

**4.4.4** Each group committee or subcommittee must elect its chair from among its members for a period not exceeding three years. The chair shall be a Corporate Member of the Institution.

**4.4.5** The overseeing committee shall ensure there are effective arrangements for each group to be represented in its consultation and decision-making processes.

#### Notes:

1. Election by group members is a lengthy and relatively expensive process which has to be covered by the group budget, so is unusual. Where appointment is used, there should be an open process for seeking volunteers and arrangements to ensure reasonable representation of all areas covered by the group's terms of reference, while also recognising there may be limited numbers of volunteers with the necessary competences and commitment.

2. A matrix which summarises the essential and desirable competences, including likely time commitment, is available for the various volunteer group governance roles. Individuals should be fully aware of the relevant competence matrix before being appointed to, or standing for, a group governance role.

**4.5** The term of appointment is normally for three years and the individual is then eligible for a second three-year term. Individuals should then normally stand down for at least one year – but a group committee may waive this requirement if they cannot identify replacement volunteers after repeated appeals to their members.

**4.6** Group committees may include persons representing other bodies with similar interests. Responsibility for appointment of such representatives rests with the other body, but they should be encouraged not to exceed the standard IOSH terms.

**4.7** The group Chair is appointed or elected by the group committee members, taking account of the recommended competence criteria. For a new group, the appointment should be endorsed by the overseeing committee. If election is used, it is preferable for candidates to be sought before the meeting, and for the ballot to be secret. The group Chair is normally appointed for two years, or for a period not exceeding three years. WP chairs are normally appointed by the committee for the life of the WP.

**4.8** It is normal practice for committees to have a Vice-chair appointed or elected by the committee. It should not be assumed that a Vice-chair automatically becomes the next Chair.

**4.9** A quorum is not generally required.

**4.10** Members unable to participate in at least 50 per cent of meetings annually should be asked to stand down. In addition to meetings attended in person, participation via, for example, video- or phone-conference may be acceptable, provided effectiveness is not compromised.

**4.11** Members of committees should ensure that they are aware of, understand and comply with IOSH Operational Guidance, Code of Conduct and any relevant Regulations and/or Standing Orders.

## **5. Meeting administration**

### **5.1 Frequency:**

**5.1.1** Group committees: typically four per year, but should be driven by the work plan.

**5.1.2** WPs: as required to complete the task.

**5.2** Should meeting or working party minutes be required to accurately record the meeting a secretary should be appointed from within the committee to cover the role.

**5.3** Agendas must be sent out at least five working days before the meeting, unless agreed otherwise.

**5.4** The groups' budget comes from the Professional Services Directorate.

## **6. Delegated authorities**

**6.1** Projects should be approved by head office to ensure they meet the corporate strategy and IOSH's business direction. Appropriate funding and staff resource can then be allocated to the project.

## **7. Notes of meetings**

**7.1** Copies of any minutes taken at a meeting should be distributed in a timely manner.

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