

## Role Profile: Council Member

**Service:** Council

**Reports to:** IOSH Members

### Role overview

Council's role is to represent the views of members of the Institution to the Board of Trustees. It provides, from both global and national perspectives, advice and guidance on matters of Strategy and policy relating to the objects of the Institution, on issues relevant to members, on the membership of IOSH and on the occupational safety and health profession. Council carefully considers information and evidence provided by the Board of Trustees in order to enable it to ensure that the Board of Trustees is acting in the best interests of the Institution and its members.

### Role responsibilities

#### Help Council to:

**Provide advice and guidance** to the Board of Trustees on matters of Strategy and policy relating to objects of the Institution and on issues relevant to members and the wider profession.

**Represent the views of the membership** of the Institution to the Board of Trustees.

**Consider information and evidence** provided by the Board of Trustees to ensure it is acting in the best interests of the Institution and its members.

**Consider and approve Regulations** made by the Board of Trustees.

**Consider and make Rules** specifically relating to Council elections, Vice-President elections and casual vacancies on Council.

**Appoint Trustees** to the Board of Trustees and ratify the appointment of the Chairman of the Board of Trustees.

**Nominate members of the Presidential Team** (Officers of the Institution) and help to influence their work.

**Review the effectiveness of Council**, its relationship with the Board of Trustees and its representation of and relationship with the members of the Institution.

**Consider resolutions** and proposed changes to the Charter and Byelaws for consideration General Meeting.

**Consider any other matters** relevant to the business of Council. This will involve scrutinising Council papers, leading discussions and focusing on key issues.

**Be collectively responsible** for the decision of Council. This means you must refrain from public dissent from all decisions made by Council even if you do not privately agree with them or voted against them at the meeting.

All IOSH members must adhere to the [Code of Conduct, Guidance and Disciplinary Procedure](#)

In addition, Council members must adhere to the [Volunteer Code of Behaviour](#) and at all times try to act in accordance with the **seven principles** contained therein:

- 1 Selflessness** – You should act in a manner that promotes IOSH and the OSH agenda. You should not use your position as a volunteer in order to gain financial or other material benefits for yourself, your family, or your friends.
- 2 Integrity** – You should not place yourself under any financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.
- 3 Objectivity** – In carrying out IOSH business, including reviewing recommendations for contract award, recommending individuals for rewards, or reviewing an individual's application for chartered or other status you should make choices and recommendations based on merit.
- 4 Accountability** – You are accountable for your actions to the membership and should act for the greater good of the Institution.

- 5 Openness vs confidentiality** – You should be as open as possible about all the recommendations you make and actions you take but you should respect at all times the need for confidentiality, particularly in relation to information with a financial or commercial aspect. If you are in receipt of confidential information, do not disclose it. If you are unsure whether the information you have is confidential please ask your IOSH Contact before taking any further action.
- 6 Honesty** – You have a duty to declare any interests relating to your volunteering role and to take steps to resolve or declare any conflicts arising in a way that protects yourself and the institution from reputational or other risk. You should refer to the [Conflicts of Interests](#) business rule document for further information.
- 7 Leadership** – You should promote and support these principles by leadership and example, and always consider how you are representing IOSH in your volunteer role.

## Person specification

### A Council member will also be able to demonstrate the following:

- 1** An understanding of and commitment to the role of Council and its place within the governance structure
- 2** An understanding of the IOSH Strategy and charitable objects
- 3** An understanding of the environment and market in which IOSH operates and the membership structure
- 4** An understanding of [Conflicts of Interests](#) while carrying out the duties of a Council member
- 5** Commitment to the Institution
- 6** Good interpersonal and communication skills
- 7** A willingness to network with, listen to and obtain the views of IOSH members
- 8** A willingness to use e-mail, organisational social media platforms and video technology (supported by training if necessary)
- 9** A willingness to devote the necessary time and effort to fulfil the duties as a Council member
- 10** A sound understanding of intercultural differences and equality and diversity

## Terms of appointment

Council members are usually elected for a period of three years, with eligibility to stand for re-election up to a maximum of nine years

Terms can be slightly different if Council choose to fill casual vacancies in its elected membership. Members appointed into such vacancies shall hold office for the remaining period for which the members in whose place that are appointed would have held the same

The role is unremunerated however reasonable expenses will be paid in line with the [Volunteer travel and subsistence business rule](#).

It will require a time commitment of approximately eight days a year, inclusive of Council meetings, and participation in steering groups, committees of Council and other related Council activities such as attendance at IOSH network meetings or events.

In-person meetings are usually held at IOSH Head office, The Grange, Highfield Drive, Wigston, Leicestershire, LE18 1NN, UK. Council will meet at least four times in any year, with at least one of these being in person.

Council currently meet quarterly inclusive of three half day virtual meetings and one two day in-person meeting.