

THE INSTITUTION OF OCCUPATIONAL SAFETY AND HEALTH

Theatre Advisory Group

COMMITTEE TERMS OF REFERENCE

1. Overall purpose

- 1.1 The IOSH Theatre Advisory Group brings together members to network and exchange information related to theatre and associated industries, and helps IOSH meet its strategic objectives

2. Charter & Byelaws and Operational Guidance

- 2.1 Byelaw 13 (4) provides for the Board of Trustees to appoint such Standing Committees as it considers necessary from time to time and shall by Regulations specify the composition and terms of reference of such Standing Committees. These Regulations set the terms of reference and composition of the Networks Committee.
- 2.2 Unless the context otherwise requires, words and expressions used in these Regulations have the meanings given to them in the Charter and Byelaws of the Institution.
- 2.3 These Regulations should also be read in conjunction with IOSH's Operational Guidance (OG). Any departure from the OG is clearly stated in these Regulations.

3. Reporting

- 3.1 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.

4. Key responsibilities

- 4.1 Create networking opportunities and a 'sense of community' for members of the Group and all other interested stakeholders (i.e including both IOSH members generally and external non-member stakeholders).

- 4.2 Stimulate and facilitate open dialogue and debate amongst all interested parties about key issues relevant to the Group's sphere of interest.
- 4.3 Facilitate the provision of CPD opportunities and technical knowledge/updates to all interested parties.
- 4.4 Support IOSH in its strategic objective to raise IOSH's profile, and influence.
- 4.5 Technical issues: champion through advocacy within IOSH the consideration of key OSH issues and, if appropriate, champion development of technical guidance.
- 4.6 Retain existing members and support their development, and ideally also attract new members to IOSH through the effective performance of these roles.
- 4.7 Contribute to IOSH's other Strategic Objectives, as appropriate to the particular Group.

5. Membership of group committees

- 5.1 The membership of the committee will follow the rules set by the Constitutional governance guidance for group committees.
- 5.2 The committee has up to 10 members with relevant and current expertise in the theatre sector but only 6 members will be funded by IOSH.
- 5.3 We aim for gender parity in our committee membership.
- 5.4 Quorum: 5 (not including IOSH staff).
- 5.5 Voting: unless a specified majority is required, resolutions shall be passed by a simple majority of the votes of the Committee members present. In the event of an equality of votes, the Chair shall have a second or casting vote.

6. Meeting administration

- 6.1 Frequency: formally 4 times per year, informally the group may meet more often.
- 6.2 Secretariat: provided by staff within the Professional Services Directorate.
- 6.3 Agendas: at least 10 working days in advance
- 6.4 Budget source: Professional Services Directorate