

Terms of Reference

1. Overall Purpose

- 1.1. To represent IOSH on external bodies
- 1.2. To promote IOSH positions
- 1.3. To identify opportunities for IOSH

2. Reporting

- 2.1. To the Head of Policy and Public Affairs

3. Key Responsibilities

- 3.1. Undertake appropriate induction for role.
- 3.2. Comply with IOSH Corporate Manual section 9.13.
- 3.3. Promote the IOSH position at all times on issues that arise and vote accordingly (if unclear what the IOSH position is on any particular issue, members should refrain from commenting or voting, until they have confirmed the position with the Head of Policy and Public Affairs).
- 3.4. Where appropriate, exercise influence on behalf of IOSH.
- 3.5. Keep IOSH informed through regular update reports, within 10 days post-meeting, to the Head of Policy and Public Affairs, using the official feedback proforma, highlighting significant developments, opportunities or potential resource implications for IOSH.
- 3.6. Deliver agreed objectives, including intelligence-sharing, networking and promoting IOSH.
- 3.7. Let IOSH know if they cannot attend an important meeting or are intending to stand down, so that a suitable replacement can be found.
- 3.8. Comply at all times with the IOSH Code of Conduct.
- 3.9. Only represent IOSH – there cannot be dual representation e.g. an IOSH representative cannot also represent their employer or use the role to promote their own interests.
- 3.10. Declare any potential conflicts of interest that arise.
- 3.11. Work with IOSH staff to positively promote the value of external representation through agreed channels.
- 3.12. Attend an annual external representatives summit as required.
- 3.13. Ensure that any expense claims are in accordance with the IOSH policy on reimbursement of expenses.