

IOSH representation on external bodies



Section 9.13 of the IOSH Corporate Manual

IOSH members are often ideally placed to establish contacts and relationships with other bodies within various employment sectors and, where appropriate, this is encouraged as a way of extending the influence and raising the profile of IOSH.

New external memberships

If there is a vacancy on an external body, such as a committee, board, panel or working party, and an IOSH member is interested in filling this place as the IOSH representative, they should submit details of the external body (name of body and contact, subject matter and terms of reference, frequency of meetings and input required, usual venue and arrangements for expenses, etc.), as well as their summary of relevant experience, to the Head of Policy and Public Affairs. If the candidate is suitable (meets IOSH selection criteria and external body requirements), then a written nomination will be sent on IOSH-headed paper. If more than one member is interested in filling a 'representative' vacancy, there will be careful consideration of applications and a decision will be made on merit (based on 'further criteria'). External bodies seeking an IOSH representative should, in the first instance, be asked to write to the Head of Policy and Public Affairs, with all the appropriate information above. Once an IOSH representative has been accepted, they will be entered onto an IOSH database and be given appropriate induction.

Existing external memberships

Members already serving on external bodies and seeking to become or be confirmed as official IOSH representatives, should inform the organisation concerned that they first need to write to IOSH requesting such a representative. Potential representatives should then provide the Head of Policy and Public Affairs with the information outlined above, so that an official written nomination can be sent as appropriate and details entered onto an IOSH database. Where members represent another organisation on an external body (e.g. their employer), but also seek to represent IOSH, this must be declared, due to potential 'conflicts of interest'. In such situations, members will need to choose which organisation they wish to represent, as there cannot be dual representation.

Governance roles

Where there is an opportunity for IOSH representation on a Board of Directors of a Company Limited by Guarantee (or similar legal governance role) this will usually be taken up by a permanent senior member of IOSH staff, but can be an IOSH member, following approval by the IOSH Business Management Group (using governance role selection criteria).

Expenses

Where feasible, official IOSH representatives are encouraged to claim expenses from the external body concerned; if not feasible, then the Head of Policy and Public Affairs will need sufficient information to make an appropriate budget allowance. IOSH will reimburse reasonable travelling expenses, in accordance with the 'IOSH Policy on reimbursement of expenses', and the standard IOSH expense claim form should be used. If international travel is required, representatives should confirm with the Head of Policy and Public Affairs beforehand whether IOSH will support such expense.

Responsibilities

Members representing IOSH externally should:

- 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).
- Keep IOSH informed by providing regular update reports, using the agreed proforma, to the Head of Policy and Public Affairs, highlighting any significant developments, opportunities or potential resource implications for IOSH.
- Let IOSH know if they cannot attend an important meeting or are intending to stand down, so that a suitable replacement can be found.
- Comply at all times with the IOSH Code of Conduct and the Terms of Reference for IOSH External Representatives.
- 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.
- Declare any potential conflicts of interest that arise.

RC Version 15
October 2017