

# Vice-President

## Skills matrix/application form



### Guidance notes on completing this form

Please complete all interactive sections. These include the Candidate information, Eligibility, Person requirements (criteria marked with "A" in guidance column) and Support for application. Email your completed application form to [governance@iosh.com](mailto:governance@iosh.com).

Title	First name	Surname
Membership number	Org name/Job title	
Email address	Tel	

### Eligibility

To be eligible to stand as a Vice-President, candidates must be paid-up members of the Institution, have up-to-date CPD and be one of the following (please select as appropriate):

- Chartered Member who is a member of Council
- Chartered Member who is a member of a Network (Branch or Group) Executive Committee
- Chartered Member who is a member of a Standing Committee, Sub-Committee or Working Party
- Chartered Fellow

### Person requirements

These are measured by Application (A), Presentation (P) and Interview (I) as indicated in the guidance column.

General skills		
Criteria	Guidance	You should be able to demonstrate how you will meet each of the criteria, using examples from your background and experience
Understanding of IOSH strategy (WORK 2022)	Vice-Presidents have a key role in supporting WORK 2022 (A) (P)	(250 words max)
Understanding the environment and market in which IOSH operates	As a Vice-President it is important that you have a good understanding of IOSH's position within the OSH profession (A) (I)	(250 words max)
Understanding the role, responsibilities and remit of the Vice-President role	A Vice-President requires a sound understanding of the governance structure at IOSH and the place of the Presidential Team within it (A) (I)	(250 words max)
Ability to influence, enhance and collaborate	Your experience and background should help extend the reach of the Presidential Team, particularly in relation to the central pillars of WORK 2022 (I)	

<b>General skills</b>		
<b>Criteria</b>	<b>Guidance</b>	<b>You should be able to demonstrate how you will meet each of the criteria, using examples from your background and experience</b>
Ability to think in a strategic, modern, agile and flexible way	As a Vice-President, you may need to come up with innovative solutions to achieve desired outcomes (A) (I)	(250 words max)
Experience of contributing regularly, constructively and with respect for others	In your role as a Vice-President, you may be asked to prepare for or take part in projects and be respectful of other views (A) (I)	(250 words max)
Ability to work as part of a team	You will need to work collaboratively as a team, working to achieve collectively agreed objectives, in ways that are mutually supportive and respectful (A) (I)	(250 words max)
Ability to communicate effectively and with different audiences	Vice-Presidents are expected to be able to communicate effectively with different audiences to achieve desired outcomes (I)	
A reputation for total integrity, honesty and professionalism	Balancing the need for openness and confidentiality is a key competency for the work of a Vice-President (I)	
Ability to recognise and declare conflicts of interest where they exist	You may be in a position of influence in your company or industry sector. There may be occasions where conflicts of interest arise, and it is important you are able to recognise, identify and deal with these in the appropriate way (I)	
Ability to understand and have regard to the advice of staff and other professionals	You may receive advice and opinion different to your own and, as a result, may have to amend your own views accordingly (I)	
<b>Qualifications or business experience</b>		
<b>Criteria</b>	<b>Guidance</b>	<b>Please provide details:</b>
Experience at senior level in OSH business environment	List relevant experience and/or qualification (A)	
Experience of public speaking	As a Vice-President, you will be required to make presentations on behalf of IOSH to different audiences (A) (P)	

Other	Guidance	
Not an elected member of IOSH Council, a Committee of Council (Nominations Committee), a Trustee or a Board Committee member	<p>If you are an elected member of Council and are appointed as a Vice-President, then you will forego your elected position but will sit on Council in an <i>ex-officio</i> capacity</p> <p>If you hold any other position in the central governance structure as listed, then you will be required to step down from that position if elected as a Vice-President (A)</p>	<input type="checkbox"/> I am aware that if I hold a position in the central governance structure, I would need to step down from that role if successfully appointed as a Vice-President
Willingness to take part in any relevant appraisal scheme	Positions within the central governance structure may be supported by an appraisal process (A)	<input type="checkbox"/> Yes, I am willing to take part in any relevant appraisal scheme
Willingness to use e-mail and video conference technology (supported by training if necessary)	IOSH is keen to minimise impact on the environment, utilising technology to support IOSH's modern, flexible and agile ways of working (A)	<input type="checkbox"/> Yes I am willing to use email and video conference technology
Able to commit a minimum of 10–15 days per year	This will be inclusive of all Vice-President activities, attendance at Council meetings and any other requirements of the role (A) (I)	<input type="checkbox"/> Yes, I can commit to a minimum of 10–15 days per year
Declaration of interest	Volunteers are expected to declare any potential conflicts of interest relevant to the position being applied for. Further guidance notes can be downloaded <a href="#">here</a> .	If you believe you have any potential conflicts of interest to declare that are relevant to this position, please provide details below

## Support for application

All applications must be supported by a proposer and seconder. Please complete the section below with the relevant details.

### Proposer

Title	First name	Surname
Membership number	Org name/Job title	
Email address	Tel	

### Seconder

Title	First name	Surname
Membership number	Org name/Job title	
Email address	Tel	

I confirm that the above-named are paid-up Members of the Institution, have up-to-date CPD, have agreed to propose and second my nomination and are aware that they will be contacted by IOSH to confirm this.

#### Statement on Data Protection and Data Processing

Personal information contained within this application form will only be used for the position(s) applied for and no other purpose. The information will be kept confidentially by IOSH.