



Role profile: Nominations Committee Chair

Service: Nominations Committee (NC)

Reports to: IOSH Council

The Nominations Committee is appointed by and reports to the IOSH Council in accordance with the terms set out in the Byelaws of the Institution. The committee advises the Council on the President and Vice-President appointments and supports the Board with the appointment of trustees and other key positions.

Role overview

The Chair of the Nominations Committee leads and oversees the committee to ensure IOSH governance appointments are made through open, fair and professional recruitment processes. The Chair is responsible for maintaining the integrity, transparency and effectiveness of nominations activity, providing strategic oversight of succession planning and ensuring recommendations support IOSH's long-term governance needs. The role acts as the principal leadership position within the committee and serves as the primary link between the committee, Council and the wider governance framework.

Role responsibilities

Leadership & Governance

- Lead the Nominations Committee and ensure effective delivery of its remit and annual workplan.
- Chair meetings and facilitate constructive discussion, balanced debate and timely decision-making.
- Promote a culture of fairness, transparency, inclusion, professionalism and collective responsibility.
- Ensure the committee's activities support IOSH strategic priorities.
- Represent the committee within IOSH governance structures and provide assurance and recommendations to Council.

Recruitment and Selection Oversight

- Provide oversight of recruitment processes for Trustees, Council, Presidential roles and other governance appointments.
- Ensure recruitment activity is robust, objective, transparent and aligned with agreed criteria.
- Lead the committee in assessing candidates and reaching evidence-based recommendations.
- Support the development of diverse and capable leadership pipelines across IOSH governance structures.

Strategic Succession Planning

- Provide strategic leadership on governance succession planning.
- Consider future skills, experience and EDI requirements when making recommendations.
- Encourage a forward-looking approach to leadership development and organisational resilience.

Committee Effectiveness

- Work closely with the Governance Team on agendas, planning and administration.
- Promote continuous improvement and good governance practices.
- Ensure conflicts of interest are recognised, declared and appropriately managed.

Person Specification

Essential Experience

- Proven experience in recruitment, HR or senior leadership.
- Experience chairing boards, committees or formal decision-making groups.
- Strong understanding of fair, transparent and inclusive selection processes.

Qualities and values

- Ability to assess candidates objectively and exercise sound judgement.
- Commitment to IOSH values and high standards of integrity.

Time Commitment

- Attendance at four official committee meetings per year.
- Participation in candidate assessments, interviews and recommendation activities
- Preparation for meetings including review of applications and papers.

Desirable Experience

- Experience in succession planning or leadership development.
- Previous experience as a committee Chair or senior governance role holder.

Skills and abilities

- Demonstrated integrity, professionalism and impartiality.
- Excellent leadership, facilitation and communication skills.
- Ability to challenge constructively and build consensus.
- Ability to handle sensitive information with discretion.
- Commitment to collective responsibility and sound governance.

Knowledge of IOSH

- Knowledge of IOSH governance structures, Byelaws and strategic priorities.
- Understanding of IOSH strategy and governance framework.
- Understanding of the role and remit of the Nominations Committee.
- Awareness of the professional environment in which IOSH operates.

Terms of Appointment

- Appointed for an initial term of two or three years, with reappointment up to a maximum of six years total service.
- This is an unremunerated voluntary role.
- Reasonable expenses reimbursed in accordance with the Volunteer Travel and Subsistence Policy.

July 2026