Volunteer role profile



Role:	Community Committee Vice Chair
Team:	Communities and Volunteer Engagement

Volunteers are crucial to our work. We can't achieve our vision of a safe and healthy world of work without your help, knowledge, and expertise.

Role Overview

The **Vice Chair** plays a significant role in supporting the chair to ensure the committee runs smoothly and effectively achieves its aims, which are aligned with the IOSH Strategy and Charitable Objects. . To act as a deputy when the Chair is unavailable and provide support and advice to the Chair.

Your committee's primary purpose will be to deliver a programme of continuing professional development (CPD) and networking events and activities to add value to IOSH membership, contribute to membership growth and advocate for the profession as a career.

Role Responsibilities

Support Chair

- To support the planning and preparation for agendas and meetings with the Chair and Secretary.
- Lead meetings if the Chair is unavailable, ensuring discussions are constructive, inclusive and aligned with the committee's purpose.
- Clarify and confirm decisions, actions, and responsibilities with timelines in Chair's absence.
- To take on specific tasks as delegated by the Chair.
- Ensure activities are undertaken in accordance with organisational guidelines and policies.

Communication

- Send brief updates or reminders of upcoming meetings in the Chair's absence.

- Be the secondary point of contact and liaise between the committee, head office and key stakeholders.
- Send messages on behalf of the Chair to members when required using approved channels of communication.

Support Committee Effectiveness

- Work with the Chair to monitor progress on actions to keep momentum between meetings.
- Assist the Chair to review performance and address issues impacting effectiveness as needed.

Person Requirements

- Continue with professional development (CPD) according to the requirements of your grade.
- Strong facilitation, communication and organisation skills.
- Able to use technology and common software. For example: Microsoft Teams, Zoom, Outlook - (basic training can be provided if required).

Commitment

We hope you can stay for a term of two years in this role to get the most out of the experience.

Time commitment is approximate to two to four hours per month but will vary depending on frequency of meetings and activities planned.

Committee meetings and events may be a mixture of both in-person and virtual.

Our shared values

We've created a set of values to inspire and unite the OSH profession.

- **Act with integrity** – we stay true to our beliefs, our dedication to workers' safety and our commitment to continuously champion workers' safety and health.

- **Always be inclusive** – we champion a world of work where everyone can be their **authentic** self and are utterly **committed** to protecting the right for everyone to feel safe and **empowered** in the world of work.

- **Together we innovate** – we **empower** organisations to face an ever-changing and pressurised world through **collaboration** and **communication**. We're committed to developing successful **solutions** that are dynamic and innovative.

What's in it for you

- Make a real difference – help create safer, healthier workplaces worldwide.
- Enhance your CPD – keep your professional development moving forward.
- Personal growth – strengthen your confidence, feel valued and be part of a supportive team.
- Expand your network – connect with OSH professionals from around the globe.

Our Responsibilities

- Meet our legal duty of care to you as a volunteer.
- Provide an informal induction into your role.
- Reimburse out-of-pocket expenses in line with the appropriate business rule.
- Consult with you about changes that affect your volunteering.
- Treat you with respect, and in accordance with our equality and diversity policy.
- Respond to your queries or concerns as quickly as we can.

Contact

If you would like further information about this role, please email: Communities@iosh.com