Role profile: Nominations Committee Member

Service: Nominations Committee (NC)

Reports to: IOSH Council

Role overview

The Nominations Committee (NC) ensures that key positions within the IOSH governance structure are filled by the most suitable candidates through open, fair, and professional recruitment processes. The committee plays a critical advisory role in maintaining the integrity and effectiveness of IOSH's leadership and governance.

Role responsibilities

- **Identify, assess, and recommend** candidates to Council for:

  - IOSH Corporate Member Trustees
  - Independent (non-member) Trustees
  - Independent Chair of the Board of Trustees
  - Co-opted persons on Council

- **Identify, assess, and recommend** candidates to the Board of Trustees (BoT) for:
  - Members of Standing (Board) Committees, in consultation with Committee Chairs

- **Administer and oversee** the full recruitment process for all above roles, ensuring transparency, fairness, and professionalism.

- **Oversee the recruitment processes** for:
  - Council Members
  - Vice President
  - President Elect

Experience

- **Essential**
  - Proven experience in recruitment, HR, or governance
  - Strong understanding of fair and transparent selection processes
  - Ability to assess candidates objectively and strategically
  - Willingness to listen, debate constructively, and reach consensus
  - Commitment to upholding the values and integrity of IOSH
  - Understanding of the role of good practice and appropriate governance routes in relation to the maintenance and development of professional standards

- **Desirable**
  - Prior experience serving on governance or nomination committees
  - Familiarity with the IOSH governance structure and Byelaws
  - Independent thinking and sound judgment

Person specification

- A reputation for total integrity, honesty, and professionalism.
- Willingness to accept collective responsibility.
- Compliant with CPD requirements throughout the term of office (if applicable as an IOSH member).
- An understanding of Conflicts of Interests while carrying out the duties of a nominations committee member

Knowledge of IOSH

- Understanding of:
  - IOSH strategy (Activate 2028) and the role of the committee in relation to its success.
  - the environment and market in which IOSH operates (for IOSH members).
  - the role, responsibilities and remit of the committee and its place within the governance structure at IOSH.

Skills and abilities

- Ability to align nominations with the organisation's strategic goals.
- Hold insight into future leadership needs and succession planning.
- Contribute regularly, constructively and with respect for others, sharing responsibility for decisions.
- Commitment to fairness, transparency, and confidentiality.
- Commitment to promoting diverse representation on the board.
- Understanding of inclusive recruitment practices.
- Ability to communicate effectively with different audiences.
- Ability to recognise and declare conflicts of interest where they exist and when they arise.
- Understand and have regard to the advice of staff and other professionals.
- Awareness of how to handle sensitive information with care and professionalism.

Terms of appointment

- Committee members are appointed for an initial term of two or three years, with the possibility of re-appointment up to a maximum total service of six years.
- This is an unremunerated voluntary role. Reasonable expenses will be reimbursed in accordance with the organisation's Volunteer Travel and Subsistence Policy.

Time Commitment

- Attendance at four official NC meetings per year, delivered through a mix of virtual and in-person sessions. Meeting dates are agreed annually in line with the workplan.
- Active participation in virtual candidate assessment meetings and formal interviews (interview responsibilities are shared across the committee).
- Preparation for meetings, including reviewing documentation and applications

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