



Volunteer role profile



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Plant after reading





Role:	Future Leaders Community Committee Vice Chair
Directorate:	Professional Services

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 Objectives](#). To act as a deputy when the Chair is unavailable and provide support and advice to the Chair.

The committee is a group of up to 13 volunteers, fostering collaboration, encouraging the sharing of ideas, and supporting the delivery of initiatives that benefit those who are new and developing in the OSH profession.

The committee's primary purpose will be to deliver a programme of continuing professional development (CPD) events and activities to add value to IOSH Future Leaders Community, 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.
- 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 and actions in the Chair's absence.
- Be the secondary point of contact and liaise between the committee, Communities Engagement Partner, 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

- Member of the IOSH [Future Leaders Community](#).
- Meet requirements within the **Committee appointment process** for the role.
- 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.

Commitment

We hope you can stay for a term of 18 months in this role to get the most out of the experience.

- Time commitment is approximate to one to three hours per month depending on frequency of committee meetings in addition to events/ activities planned. Allowing time for meeting preparation and undertaking tasks or activities.
- 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 to support and develop new and emerging OSH professionals worldwide.
- Enhance your continuing professional development (CPD) – keep your professional development moving forward.
- Expand your network – connect with OSH professionals from around the globe.
- Personal growth - strengthen your leadership skills, feel valued and part of a team.

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:

futureleaders@iosh.com



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We've been around since 1945, and today we're a registered charity with international NGO status. That means we're in a unique position to lead the way: shaping policy, championing positive change, and standing up for everyone's right to a safe and healthy workplace.

With a global community of 50,000 members, spread across 130 countries, together, we share one vision: a world where work is safe and healthy for all.

Through the work of our members, and our qualifications and training, we provide the skills, knowledge, and expertise needed to keep people and workplaces safe - and businesses and economies thriving.

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