Volunteer role profile



Role:	Community Committee 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 **Chair** plays a crucial leadership role in ensuring the committee operates effectively, and achieves its aims, which are aligned with the IOSH Strategy and Charitable Objects.

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

Leadership

- Plan and agree agendas with the Vice Chair and /or Secretary in advance.
- Chair meetings ensuring discussions are constructive, inclusive and aligned with the committee's purpose to provide networking and CPD events.
- Clarify and confirm decisions and actions with timelines to encourage accountability.
- Ensure activities are undertaken in accordance with organisational guidelines and policies.

Communication

- Send brief updates or reminders of upcoming meetings to the committee.
- Be the main point of contact and liaise between the committee, head office and key stakeholders.

- Send Chair's messages to members when required using approved channels of communication.

Oversight of Committee effectiveness

- Monitor progress on action items and ensure follow-up.
- Review performance of the committee and address any issues impacting effectiveness.

Person Requirements

- Meet requirements within the **Committee appointment process** for the role. These include:
    - Being a Corporate member (Chartered member or Chartered Fellow) **and** be able to demonstrate by experience, the skills required within the role profile.
    - If applying as a non-Corporate members you **may** be considered if you are registered on a professional journey route to gaining Chartership **and** able to demonstrate by experience, the skills required within the role profile.
    - If applying as a non-Corporate members you **may** be considered if you have served on the committee for a period of at least six months in any capacity **and** able to demonstrate by experience, the skills required within the role profile.
- 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 three to six hours per month depending on frequency of committee meetings in addition to events/ 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 leadership skills, 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

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The Institution of Occupational Safety and Health (IOSH) is the world's largest professional body for safety and health, and the only one with Chartered status.

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.

Institution of Occupational Safety and Health
Founded 1945
Incorporated by Royal Charter 2003
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