

Role profile: Council Member

Service: Council

Reports to: IOSH Members

Role overview

Council's role is to represent the views of members of the Institution to the Board of Trustees. It provides advice and guidance, both globally and nationally, on strategic and policy matters related to the Institution's objectives, issues affecting members, IOSH membership, and the occupational safety and health profession.

Council also reviews and considers the information and evidence provided by the Board of Trustees to ensure the Board is acting in the best interests of the Institution and its members

Role responsibilities

- **Provide advice and guidance** to the Board of Trustees on matters of Strategy and policy relating to objects of the Institution and on issues relevant to members and the wider profession.
- **Represent the views of the membership** of the Institution to the Board of Trustees.
- **Consider information and evidence** provided by the Board of Trustees to ensure it is acting in the best interests of the Institution and its members.
- **Consider and approve Regulations** made by the Board of Trustees.
- **Consider and make Rules** specifically relating to the appointment of Council and the Presidential Team.
- **Appoint Trustees** to the Board of Trustees and ratify the appointment of the Chairman of the Board of Trustees.
- **Nominate members of the Presidential Team** (Officers of the Institution) and help to influence their work.
- **Review the effectiveness of Council**, its relationship with the Board of Trustees and its representation of and relationship with the members of the Institution.
- **Consider resolutions** and proposed changes to the Charter and Byelaws for consideration General Meeting.
- **Consider any other matters** relevant to the business of Council. This will involve scrutinising Council papers, leading discussions and focusing on key issues.
- **Be collectively responsible** for the decision of Council. This means you must refrain from public dissent from all decisions made by Council even if you do not privately agree with them or voted against them at the meeting.

Person specification

- An understanding of and commitment to the role of Council and its place within the governance structure.
- An understanding of the IOSH Strategy and charitable objects.
- An understanding of the environment and market in which IOSH operates and the membership structure.
- An understanding of Conflicts of Interests while carrying out the duties of a Council member.
- Commitment to the Institution.
- Good interpersonal and communication skills.
- A willingness to network with, listen to and obtain the views of IOSH members.
- A willingness to use e-mail, organisational social media platforms and video technology (supported by training if necessary).
- A willingness to devote the necessary time and effort to fulfil the duties as a Council member.
- A sound understanding of intercultural differences and equality and diversity.

Ethical Standards and Behaviour

- All IOSH members must adhere to the [Code of Conduct](#), which sets out the behaviour and ethical standards for our members, ensuring that all members uphold the values of honesty, competence, respect and responsibility.
- Council members are also required to follow good practice standards that reflect the seven core principles of good governance, and must consistently strive to act in line with these principles at all times:
 1. **Fairness** – You should act in a manner that promotes IOSH and the OSH agenda. You should not use your position as a volunteer in order to gain financial or other material benefits for yourself, your family, or your friends.
 2. **Integrity** – You should not place yourself under any financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.
 3. **Objectivity** – In carrying out IOSH business, including reviewing recommendations for contract award, recommending individuals for rewards, or reviewing an individual's application for chartered or other status you should make choices and recommendations based on merit.
 4. **Accountability** – You are accountable for your actions to the membership and should act for the greater good of the Institution.
 5. **Openness vs confidentiality** – You should be as open as possible about all the recommendations you make and actions you take, but you should respect at all times the need for confidentiality, particularly in relation to information with a financial or commercial aspect. If you receive confidential information, do not disclose it. If you are unsure whether the information you have is confidential, please ask your IOSH Contact before taking any further action.
 6. **Risk Management** – You have a duty to declare any interests relating to your volunteering role and to take steps to resolve or declare any conflicts arising in a way that protects yourself and the institution from reputational or other risk. You should refer to the Conflicts of Interest Policy document for further information.

7. **Responsibility** – You are responsible for promoting and supporting these principles by leadership and example, and should always consider how you are representing IOSH in your volunteer role.

Terms of appointment

- Council members are appointed for a period of two or three years initially, with the opportunity to be re-appointed up to a maximum term of six years
- The role is unremunerated; however, reasonable expenses will be paid in line with the organisation's Volunteer travel and subsistence policy.
- It will require a time commitment of a minimum of 12 days a year, inclusive of formal Council meetings, attendance and active participation in informal meetings, and other related Council activities including preparing reports and reading papers in advance of meetings.
- In-person meetings are usually held at IOSH Head office, The Grange, Highfield Drive, Wigston, Leicestershire, LE18 1NN, UK