

# Role profile: Nominations Committee Vice Chair

Service: Nominations Committee (NC)

Reports to: IOSH Council

## Role overview

The Vice Chair of the Nominations Committee (NC) supports the Chair in ensuring that IOSH's key governance positions are filled through open, fair, and professional recruitment processes. The Vice Chair plays a pivotal leadership role in safeguarding the integrity, transparency, and effectiveness of IOSH's governance by helping to oversee strategic succession planning and high-quality candidate assessment.

The Vice Chair acts as a deputy to the Chair, providing continuity, guidance, and leadership to the committee. They ensure that the committee operates efficiently, adheres to IOSH values, and fulfils its remit within the wider governance structure.

## Role responsibilities

- **Leadership & Governance**
  - Support the Chair in leading the Nominations Committee, ensuring effective operation, constructive discussion, and timely decision-making.
  - Deputise for the Chair when required, including chairing meetings, guiding deliberations, and representing the committee within IOSH's governance framework.
  - Promote a culture of fairness, transparency, professionalism, and inclusion across all recruitment and selection activities.
  - Ensure the committee's work aligns with IOSH's strategic priorities, including Activate 2028.
- **Recruitment & Selection Oversight**
  - Support the Chair in overseeing fair, consistent recruitment and recommendations for key IOSH governance roles, including Trustees, Council positions, and senior presidential roles.
  - Contribute to Standing Committee appointment recommendations and uphold professional, transparent processes.
- **Committee Effectiveness**
  - Assist the Chair with agendas, documentation, and briefing when asked.
  - Work closely with the Governance Team to ensure the smooth, effective running of committee meetings and recruitment campaigns.
  - Promote constructive discussion, good governance, and continuous improvement, including inclusive and future-focused recruitment practices.

## Experience

- **Essential**
  - Proven experience in recruitment, HR, governance, or senior leadership.
  - Strong understanding of fair, transparent, and inclusive selection processes.
  - Ability to assess candidates objectively, strategically, and with sound judgement.
  - Experience facilitating discussions, supporting decision-making, and managing differing viewpoints.
  - Commitment to IOSH values and the highest standards of integrity.
  - Understanding of governance routes and professional standards.

- **Desirable**
  - Prior experience as a committee Chair, Vice Chair, or senior governance role.
  - Familiarity with IOSH governance structures, Byelaws, and strategic priorities.
  - Experience in succession planning or leadership development.

## Person specification

- Demonstrated integrity, professionalism, and impartiality.
- Ability to lead with fairness, respect, and confidence.
- Willingness to accept and uphold collective responsibility.
- Compliance with CPD requirements (if applicable as an IOSH member).
- Independent thinking and the ability to challenge constructively.

## 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 and recruitment decisions with organisational strategy.
- Insight into future leadership needs and succession planning.
- Strong communication skills, with the ability to engage diverse audiences.
- Commitment to fairness, transparency, confidentiality, and inclusive recruitment.
- Ability to recognise, declare, and manage conflicts of interest.
- Respect for professional advice from staff and external experts.
- Ability to handle sensitive information with discretion and professionalism

## Terms of appointment

- The Vice-Chair is 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