

BRITISH OCCUPATIONAL HYGIENE SOCIETY

TERMS OF REFERENCE for SPECIAL INTEREST GROUP STEERING TEAM

1.0 PURPOSE

To provide direction to the SIGs

The key requirements are

- Hold at least two telephone meetings a year to
 - Review the SIGs Objectives and Targets
 - Review SIGs activities and provide report to Council
- Facilitate SIG activities and investigate synergies and resource efficiencies
- Solicit feedback and participation from constituents

2.0 SCOPE

These Terms of Reference covers the activities of the BOHS SIG Steering Team which include

- Review actual activities of the SIGs
- Review planned activities of the SIGs
- Feedback to SIGs

3.0 CONSTITUENTS

MSDO

Two SIGTeam Leaders

President Elect

Secretariat Representative

The Team can co-opt additional members, where appropriate.

4.0 RESPONSIBILITIES

The MSDO will:

- Convene at least two meeting a year
- Create the agenda for meetings and circulate members with this and other relevant information
- Facilitate the meeting and to ensure actions are recorded
- Seek feedback on SIG meetings from SIG Team Leaders
- Circulate actions from the meetings to team members

The SIG Steering Team members are encouraged to actively participate by

- Attending meetings
- Contributing to discussions

President Elect

- Act as conduit between SIGs and Steering Team
- Provide MSDO report to Council
- Provide immediate feedback to MSDO on any outcomes from the Council meeting