

President-Elect

Purpose

The President-Elect role is a key leadership role, with responsibility for ensuring the effective operation of the Society within its Charter, byelaws, regulations, strategic aims, and mission.

The President-Elect role lasts for one year and enables a future President to understand the functioning of the Society and to engage with membership, stakeholders and the Head Office in a way that will support their future Presidential role as Chair of the Board and Chair of Trustees and leader of the Executive Team.

The President-Elect is an active member of the Executive (the Presidential Trio and the Chief Executive), providing guidance on addressing the challenges and opportunities of the Society, supporting the implementation of the Society's strategic aims, and helping to provide oversight of the work of the CEO and the Head Office.

Time Commitment and Activities

The President-Elect role is one of the most rewarding, but committed, roles in the Board.

The President-Elect represents BOHS with key partners and organisations, such as the Occupational Health Multi-Disciplinary Forum.

A key focus of the role is to support the Regions, including attending regional meetings and to work with the Head Office team to coordinate responses to technical documents on behalf of the BOHS.

In addition, the President-Elect will attend weekly (virtual) executive meetings and will chair one of the key Board Committee meetings and Head Office Away Days.

The President-Elect will take on the role of President the following year following the AGM.

Eligibility

The post-holder must be a member of the Society.

The post-holder must be able to release the time to fulfil all duties. (estimate 15% of a full-time role)

This role is available to any member who has served on Board within the last ten years (Society Regulations 2.1)

Appointment

By members of the Society at the AGM (Regulations 2.1)

Duties

- Serve as Vice-Chair of the Board and Chair of one of the Board Committees
- Deputise for the President as agreed/required from time to time.

- Provides motivation and stimulus to the Regions including presenting at each of the BOHS Regions. Attend the Regional Organisers and Topic Leaders meeting on the day before the Annual Conference.
- Support the Annual Conference including chairing sessions and welcoming Society guests.
- An active member of the Executive (the Presidential Trio and the Chief Executive).
- Succeed the President at the end of the Annual General Meeting.
- Co-ordinate, with the support of Head Office, the Society's response to HSE and other Consultations.

Other responsibilities

(The President-Elect becomes a Board Member, Director and a Trustee of the charity, but enjoys full indemnity for their activities.)

In addition to the above responsibilities, as a Board member and Trustee, to represent the interests of members and to work with other Board Members and the Officers of the Society to provide governance and direction for the Society through the effective strategic oversight of its operations and the work of the Head Office, including:

- oversight of risk
- oversight of financial management
- oversight of compliance within the context of Charity and Company Law
- focus on the realization of the mission and strategic aims of the Society
- advice to, support and oversight of Head Office functions, as reported in Quarterly Meetings
- upholding standards
- identifying Reserve Powers
- engaging in pro-active, positive communications with members

(The President-Elect becomes a member of the Executive)

The Executive:

- acts on behalf of Board between Board meetings on urgent matters
- where appropriate, considers and then advises Board on matters such as communication, the implementation of strategic aims, planning, policy and risk
- prepares the agenda for Board meetings
- operates informally, mostly by teleconference or email, with face-to-face meetings as necessary
- reports quarterly to the Board, via the President's Report

Who reports to the Post-holder?

n/a

Does the appointment attract any payment?

Article 5.1 of the Royal Charter prohibits payment of Directors/Trustees but expenses, in accordance with the Society's policies, may be claimed.

Committees

Four Board meetings per year in addition to the Away Day.

Executive meetings convened on an ad-hoc basis.