

## 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 fortnightly (virtual) executive meetings.

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

The time commitment is estimated at 7.5 hours per week.

### 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.

(Availability for 7.5 hours per week is a considerable commitment. The Society does not wish to deter eligible candidates for the role because of the time demands, particularly candidates from less well represented groups or part-time workers. If you are interested in the role of President, but have concerns about the time commitment, please discuss this with the CEO and Honorary Secretary.)

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 charring 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.
- assist with the development reviews of Ordinary Board Members.

## 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?**

- The Chief Executive Officer (CEO) as part of the Presidential Trio.

### **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 full Board meetings per year (in person or virtual attendance).

Four Policy, Publications and Technical (PP&T) Board Sub-Committee (virtual) meetings (although it is advantageous for the Executive to attend all Board Sub-Committee (virtual) meetings: Strategy and Governance (S&G), and Finance & Commercial Planning (F&CP)).

Away Days as planned for the Board and for the BOHS Head Office Staff.

Executive meetings convened on a fortnightly basis.