

BOHS Representative on IOHA Board Role Requirements, Person Specification, and Application Process

Background

The International Occupational Hygiene Association (IOHA) is an association of, currently 35, occupational hygiene organisations from across the world, representing the global community of over 20,000 occupational hygienists. BOHS is one of the founding members of the Association, and its engagement with IOHA has helped BOHS to be at the centre of international developments and to influence those developments.

The IOHA Board is the governing committee for IOHA, and comprises one representative from each member organisation. John Dobbie is the most recent BOHS Representative on the Board, and he has recently stood down from this position. We are therefore looking for a replacement BOHS Representative on the IOHA Board, to take over the role as soon as possible.

This is an unpaid position but it provides the opportunity to represent BOHS on an influential, international stage with scope for networking and strategic input at a senior level.

Role Requirements & Specific Duties

If you are a member of BOHS who has attained seniority in the field of occupational hygiene and have a track record of working with BOHS Board, committees or working groups, this may be the opportunity for you. To take on this senior, international representational role for BOHS, you will need to be comfortable with an International context and be willing to travel to IOHA Board meetings.

The individual appointed will:

1. Be expected to commit to a three-year term of office at least. Become actively involved, contributing to a range of activities, and preferably join a committee and lead one or more areas of activity in some way.
2. Accept an annual time commitment of in excess of 10 working days; ***please note, this is an unpaid position and therefore prospective applicants should ensure they have the support of employers / business partners / colleagues (as and where appropriate) prior to applying;***
3. Be expected to attend all of the meetings (two per year), ideally in person. Usually these meetings will require travel outside the UK. The locations for the 2019 meetings have not yet been confirmed.
4. Provide a report and attend governance meetings of the BOHS International Engagement Group (IEG) each quarter.
5. Consult with the BOHS Board and provide briefing on meeting papers/issues prior to IOHA Board meetings and in between meetings, as necessary, on any matters of significance to BOHS;
6. Develop a business case for submission to the BOHS Board on matters of policy or where proposed actions require the Society to expend resources or funds, as necessary;
7. Submit a report to BOHS Board following each meeting and, at least once a year, attend Board in person to discuss progress if requested.

Person Specification

The individual appointed will be expected to have a strong technical background in occupational hygiene and to have demonstrated an ability to operate at a senior level. Eloquence and diplomacy are essential.

In addition the BOHS representative will:

1. Be a member of BOHS and will have attained seniority in the field of occupational hygiene in industry, academia or government;
2. Be expected to exhibit high standards of professional and personal behaviour;

3. Have an understanding of the governance structure of BOHS, through experience of working with or on the BOHS Board, or sustained involvement in BOHS or Faculty working groups and committees;
4. Preferably have experience of serving on similar industry, governmental or professional bodies.

Application Process and Appointment

1. The post will be advertised to BOHS members;
2. Applications must detail the applicant's suitability and enthusiasm for the role according to the criteria set out in this document;
3. Written submissions must be made by email to president@bohs.org with 'IOHA Board Representative Application' in the subject line, to be **received no later than Thursday, 17 July 2025**;
4. In the case of multiple applicants, a small group chaired by the President of the Society will review applicants against the criteria. If necessary suitable candidates may be invited for interview;
5. The final decision will be made by the BOHS Board and the successful candidate informed no later than **Friday, 01 August 2025**.
6. At the end of the three-year term of office the post-holder may apply to continue for a further three-year term and/or the post will be re-advertised;
7. The BOHS Board may revoke its decision at any time.