

Volunteering Role Description

Role Name	Regional Co-ordinator
Role Type	<input type="checkbox"/> Supporter <input type="checkbox"/> Ambassador <input type="checkbox"/> Technical Author <input type="checkbox"/> Promotional Author <input type="checkbox"/> Academic Contributor <input type="checkbox"/> Conference/Webinar Presenter <input checked="" type="checkbox"/> Co-ordinator (Regional) <input type="checkbox"/> Chair <input type="checkbox"/> Committee Member <input type="checkbox"/> Working Group Member <input type="checkbox"/> Board Member <input type="checkbox"/> Office Holder
Role duration or term	A review will take place after 3 years.
Purpose	<p>The Regional Co-ordinator plays a crucial role for the Society in supporting the delivery of the strategy within the home nations and at a local level.</p> <p>Regional Co-ordinators work with BOHS Head Office to develop a range of local events for their area, as well as playing an important role in identifying regional opportunities and partners.</p>
Communication and structure	<p>Regional Co-ordinators from all regions collectively form the <u>Regional Co-ordinators Committee</u>. Meetings are chaired by the nominated Chairperson and supported by Head Office.</p> <p>Activities undertaken by the Regional Co-ordinators are communicated to the Board via the Head Office quarterly report.</p>
Working with others	<p>The role interacts with various other stakeholders across BOHS.</p> <ul style="list-style-type: none"> • The Board – members of the Board will support the work of Regional Co-ordinators by arranging to talk at local events to provide Society updates. • Head Office – members of Head Office support Regional Co-ordinators with running webinars, sourcing venues, advertising events, administering bookings, and dealing with payments.
Eligibility	Lives or works in the relevant region.
Duties	<ul style="list-style-type: none"> • To understand the Society’s strategy • Within their region:

	<ul style="list-style-type: none"> ○ To identify occupational hygiene issues, relevant partners, or potential organisations of interest. ○ To build partnerships which support the aims of the region in delivering the Society's strategy. ○ To devise a series of events (face to face, virtual, or a hybrid of the two), for members in that area, to keep in touch with Society news, industry/technical updates, and development of soft skills. The Regional Co-ordinator will be responsible for identifying and arranging the content. <p><i>(Head Office will support with facilitating the webinar process, helping with the identification of venues, advertising the events, processing bookings, managing risk assessments, and circulating feedback surveys)</i></p> <ul style="list-style-type: none"> ○ To provide and input and feedback to the Society on matters such as member feedback and activity updates.
Expected time commitment	Typically an event can take between 1 and 4 hours to co-ordinate, and a Regional Co-ordinator would look to organise between 1 and 5 events per year.
Key Benefits of the role	<ul style="list-style-type: none"> ● Expand professional network by liaising with other members in the area, Regional Co-ordinators, technical experts, local partners etc. ● Develop skills in public speaking and presenting. ● Acquire up to date industry and technical knowledge. ● Increase knowledge and understanding about the activities of the Society and its role within the profession. ● Gain CPD points for work undertaken.
Payments/Expenses	<p>The role is a voluntary position.</p> <p>Expenses relating to fulfilling the role can be claimed in accordance with the BOHS Expenses Policy.</p>
CPD Allowance	<p>Examples of the points available for this role are:</p> <ul style="list-style-type: none"> ● 1 point per regional event organised. ● 1 point per Regional Co-ordinators Committee meeting attended. ● 2 points per Regional Co-ordinators Committee meeting chaired.

	<p><i>(For full details, check the relevant CPD guides here: CPD - British Occupational Hygiene Society (BOHS))</i></p>
Training offered	<p>There is no formal training for the role.</p> <p>However, individuals should contact Head Office if there is a particular training need relating to the skills necessary for this role, for further discussion.</p> <p>All volunteers can seek a mentor through the BOHS Mentor scheme specifically related to their work as a volunteer for the Society if they wish. (See Mentoring - British Occupational Hygiene Society (BOHS) for further details)</p>
Appointment Process	<p>Applicants should submit an expression of interest to Head Office.</p> <p>Volunteers are selected and appointed to this role by Head Office and the Regional Co-ordinators.</p>