

## **Why get involved with the DHP committee?**

- Exciting opportunities to be part of shaping and advancing our discipline.
- Developing leadership and negotiation skills, communication with a wide range of stakeholders.
- Learn more about the workings of the BPS
- Collegiality – giving back to DHP
- Opportunities to network with colleagues and see the national landscape of health psychology and psychology more generally.
- Good for your CV and contributes to your CPD activities.
- Funded attendance at the annual conference.

## **Expectations of all committee members:**

1. Contribute to the strategic direction of the DHP, thinking about raising the profile of the DHP and horizon scanning future developments in health psychology
2. Take on projects of priority to the membership and complete these in a timely fashion.
3. Consider the broad membership of the DHP in all matters.
4. Ensure work is in line with Society's priorities, policies and strategic plans.
5. Write regular brief reports and AGM reports as required.
6. Present effectively at meetings.
7. Meet timescales, prioritise and organise work effectively.
8. Work with non-committee members as needed in order to achieve aims.
9. Attend all committee meetings (in person or by tele-conference) and if not able to occasionally, provide written reports.
10. Attend annual conference (subsidised) and take an active role, discussions with members, chairing sessions, attending AGM.
11. Promote the work of the DHP
12. To be a member of the DHP

# Honorary Secretary

**Aims:** To support smooth running of the DHP committee, according to statutes.

**Objectives:**

1. Ensure records are kept up to date
2. Maintain records of committee members and tenures
3. Liaison with committee, BPS and members about queries and concerns

**Key responsibilities:**

- To collaborate with officers - Chair, Chair Elect/Deputy Chair and Treasurer on urgent matters affecting the DHP.
- Liaison point with the BPS about queries.
- Maintain handbook and keep an overview of committee documentation.
- Understanding DHP constitution.
- Check and confirm minutes of DHP Committee meetings.
- To receive correspondence from the BPS and disseminate to committee members as required.
- To liaise with the BPS about the AGM and election of committee members.
- Utilise the Members Online Resources (MOR) to filter and target groups by membership category upon request.
- Liaison with devolved nations committees.
- Generally to ensure efficient running of DHP matters in collaboration with the BPS office.