

<b>DOP AGM 2021: ADDITIONAL INFORMATION TO ACCOMPANY NOMINATION CALL</b>
<b>CIRCULATION: OPEN</b>
<b>Date: Updated on 4 October 2021</b>

## **Division of Occupational Psychology (DOP) Committee Roles:**

### **AGM 2022: Additional Information**

October 2021

Presented below are key points about commitment, content of roles, expectations and review, to consider if seeking nomination for an ordinary committee member position at the 2022 AGM.

The Code of Conduct for Members Undertaking Activities on Behalf of the Society and the Society's generic role description for committee members, should also be consulted before seeking nomination.

### **Commitment**

DOP Committee members will commit to:

- attending full committee meetings by zoom. Meetings usually start at 9 am and finish around 1 pm but may begin at 1 pm and conclude at 5 pm. An 80% attendance rate is normally required to maintain committee membership. There will be six full committee meetings in 2022. Occasionally, and only when necessary due to special circumstances, additional short zoom meetings may be called, e.g., to agree an urgent decision.
- participating in discussions and decisions between meetings via the committee mailing list.
- preparing for meetings, e.g., reading paperwork, preparing comments for debate at meetings.
- collaborating with other committee members as agreed between meetings, e., on projects, proposals and papers.
- as agreed with the Executive and/or full committee, representing the DOP at meetings and events.

The DOP Executive will commit to:

- ensuring that committee papers are circulated in good time ahead of committee meetings
- listening to committee member needs regarding attendance at meetings
- consulting with committee members about developments that affect them
- providing direction to the committee's work and support for committee members

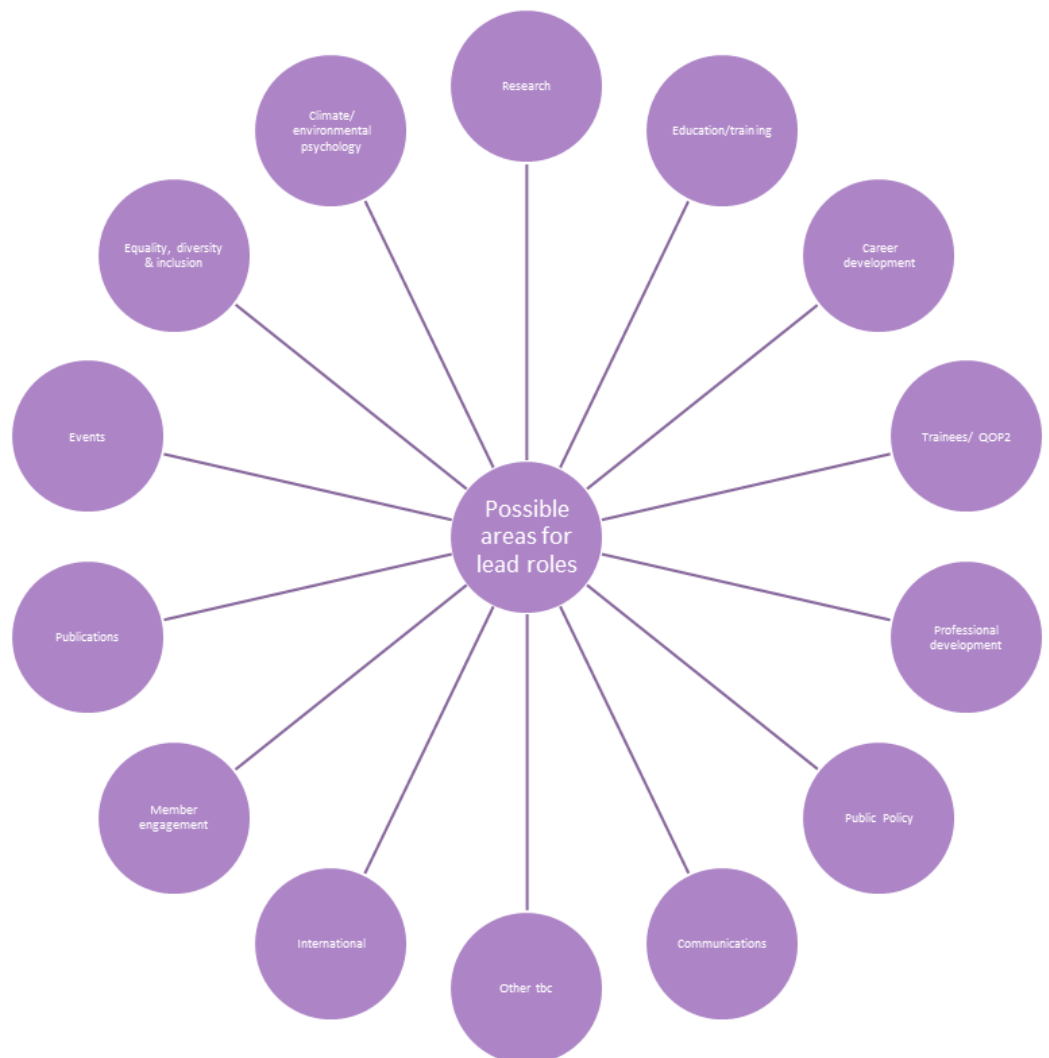
## Content of lead roles

DOP Committee Members:

Each DOP Committee member will take up a lead role in relation to an aspect of the committee's work. The allocation of roles will:

- happen after the AGM and be confirmed as soon as practically possible at a committee meeting
- be done through consultation with the committee member and in agreement with the DOP committee
- take account of the committee member's knowledge, experience, skills and strengths, and the Division's needs in relation to the role

The following is indicative of the types of areas that may be covered by lead roles. Further role topics may be added. Topics in the graphic may be amended, combined or removed as a result of review.



The DOP Executive commits to:

- facilitating allocation of roles to ensure a best match between committee members' knowledge, experience, skills and strengths, and the Division's needs in relation to a specific role, making a recommendation to the committee in respect of appointment to each role
- promoting fair practice in appointment to roles
- in the event that more than one committee member might be a good match for a role, to work with committee members to manage expectations and facilitate a solution

## **Expectations**

**The Society's expectations of all volunteers are specified in the Code of Conduct and the Code of Conduct for Members Undertaking Activities on Behalf of the Society**

DOP Committee members will:

- adhere to the code of conduct in all work and activities carried out in and on behalf of the committee
- review their own performance in relation to the Code of Conduct
- work in partnership with the Chair and the Executive to ensure that standards are met

The DOP Executive will:

- adhere to the code of conduct in all work and activities carried out in and on behalf of the committee
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## **Review**

Lead roles will be jointly reviewed by the executive and committee on an on-going basis to promote:

- viability
- effectiveness
- relevance, including alignment with strategic objectives and member need
- accountability
- committee member engagement and wellbeing

**It is possible that, as a result of review, the scope of roles and role titles may change.**