

Division of Occupational Psychology (DOP) Committee Roles:

AGM 2021: Additional Information

October 2020

The DOP Committee has asked for a root and branch review of roles and structures. This review, which aims to meet strategic and member needs, is ongoing at the present time. 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 2021 AGM.

The Society's generic role description for committee members and the Code of Conduct while undertaking voluntary service for the Society, should also be consulted before seeking nomination.

Commitment

DOP Committee members will commit to:

- Attending full committee meetings by zoom. Meetings usually start at 10 am and finish around 3 pm. An 80% attendance rate is normally required to maintain committee membership. There will be six full committee meetings in 2021. Occasionally, and only when necessary due to special circumstances, additional short zoom meetings may be called, e.g., to agree an urgent decision.
- Preparing for meetings, e.g., reading paperwork, preparing comments for debate at meetings
- Collaborating with other committee members as agreed between meetings, e.g., 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

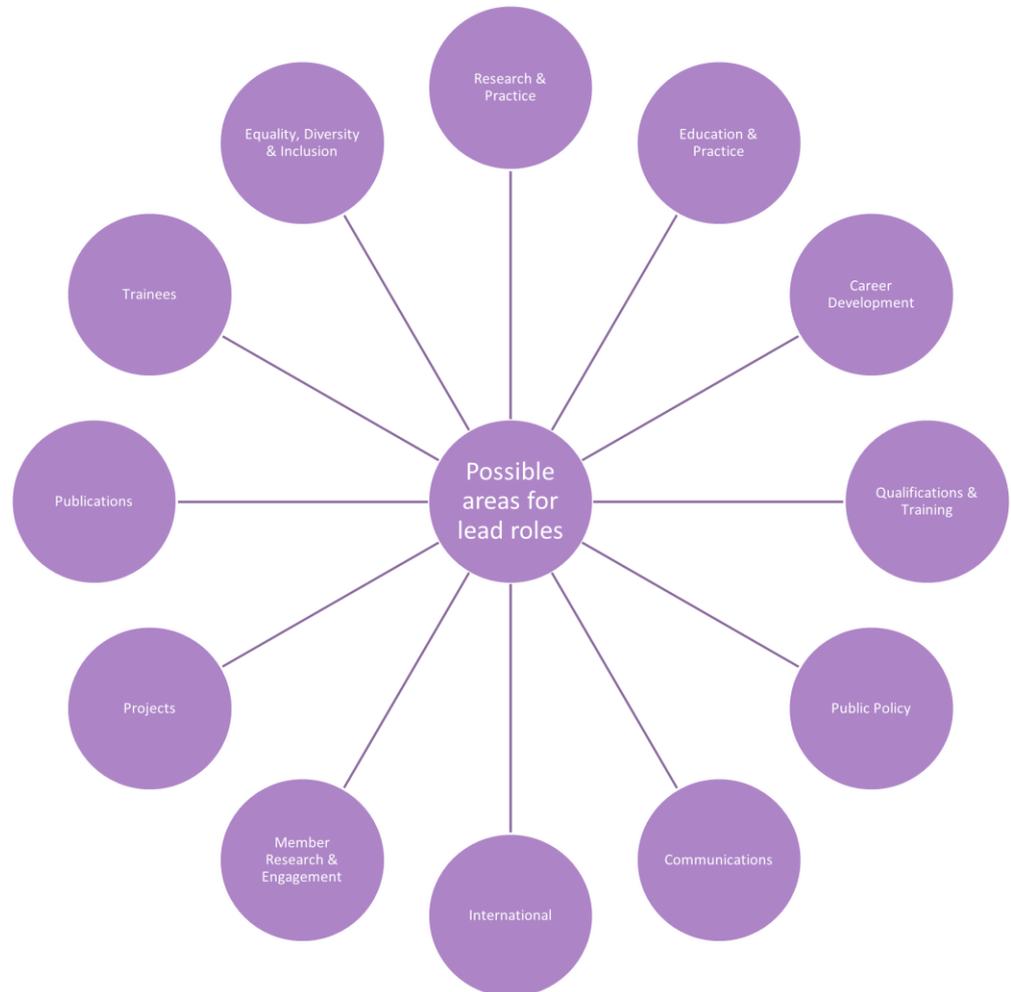
Content of lead roles

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, pending the outcome of the review.¹ Further role topics may be added. Topics in the graphic may be amended, combined or removed as a result of the 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.

DOP Committee members will:

¹ Completion of the review of roles is expected by January 2021.

- 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

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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.