

### Co-ordinating Team (CT)

#### Terms of Reference

##### 1. Purpose

Interest streams, which are led by co-ordinating teams (CTs), will play a vital role in supporting the DOP Community, helping to keep the membership alive to and engaged with developments and current topics in occupational psychology (applied and research), facilitating informed debate, dialogue and connectivity, as well as advising the DOP Committee.

- report to and advise the DOP Committee and DOP Executive about developments, trends, hot topics and other matters of significance in the stream's area of interest (wellbeing and work),
- facilitate discussion, debate, and networking for DOP members around developments, hot topics and trends from policy, research and practice in the stream's area of interest (wellbeing and work) ensuring that a range of issues, standpoints and sub-topics are covered
- contribute to and promote an inclusive community for all DOP members

##### 2. Activities

###### Core activities:

The interest stream CT will work in alignment with the priorities and objectives of the DOP to:

- regularly plan and host stimulating, evidence-informed discussions relating to wellbeing and work on IRIS - DOP's Online Community
- plan and host at least one virtual DOP member networking event per year relating to wellbeing and work
- carry out regular horizon scanning to identify a range<sup>1</sup> of developments, trends, hot topics and issues (policy, research and practice) from the area of interest and use this to
  - keep the DOP Committee apprised of trends and developments in wellbeing and work to help inform the divisional committee's planning and decision making
  - highlight potential opportunities and new areas of work to the DOP Committee for consideration (e.g., so that the committee can decide whether to commission a task and finish group to carry out a piece of work for the division)

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<sup>1</sup> The CT must ensure that its activities cover a range of topics falling within the area of interest (i.e., wellbeing and work) and avoid focusing or overemphasizing one topic or sub-specialism. In any given year, the CT should aim to cover three or more distinct topics and areas of practice/research and be responsive to member needs in selecting these.

- Share advice on an on-going basis with the DOP Exec and Committee
- inform member focused discussions on IRIS and planning of one or more networking event per year

Supplementary activities:

- subject to mutual agreement and capacity, take on additional activities as requested by the DOP committee (for example, assisting in the production of a quick turnaround document; reviewing a document, contributing to a short turnaround project; producing a news item; contributing to an event)

**NB: Additional Requirements relating to activities**

The interest stream CT is required to demonstrate:

Equality, Diversity and Inclusion

- a) that the CT's practices and ways of working develop and are in line with, and wherever possible exceed, the Society's expectations for EDI
- b) that at least one or more deliverable per year focuses on an EDI topic falling within the interest's stream's area of occupational psychology

Environmental Psychology and Work

- c) that the CT's practices and ways of working develop and are in line with the DOP environmental sustainability statement
- d) that at least one or more deliverable per year focuses on an environmental psychology topic relevant to work, falling within the interest stream's area of interest

3. Tenure:

Members of the co-ordinating team will be appointed for a maximum of 3 years from the date of appointment and then step down if they have not stepped down prior to this.

Continuing volunteers (anyone volunteering with DOP on 17/9/21 who expressed an interest in moving to a new group) will be appointed for 2 years from the date of appointment and then step down if they have not stepped down prior to this.

The CT and individual members are encouraged to make winding down plans to help them prepare as the end of their term approaches.

4. Composition/ Membership:

There will be between 4 and 8 members in the co-ordinating team (including the team lead).

All CT members will be members of the DOP in good standing. The membership will include a balance between practitioners, academics, and researchers. Role descriptions and selection criteria will be used.

The co-ordinating team membership will aim to be as diverse and inclusive as possible.

*The first wave of interest streams will have a balanced mix of continuing volunteers and new volunteers.*

## 5. Time Commitment:

CT members are asked to commit a minimum of 20 hours per annum

The CT lead is asked to commit 20 hours per annum plus extra time as lead.

## 6. Appointment:

The CT lead and team members will be appointed by the DOP Committee.

## 7. CT planning meetings:

The CT will meet by zoom at least 3 times per year, or more often if appropriate, to plan and agree work in line with the CT's purpose and activities (TOR #1 and TOR #2). Planning meetings should last around 60 minutes.

A written minute or note will be taken. The minute or note will be approved by the CT Lead within 4 weeks and then be circulated to the CT members and the DOP Committee (for consideration and noting). A copy will be held centrally on MOR (or any system that replaces MOR in the future).

## 8. Review of work

### Activity reports:

- Two activity reports per year will be produced and circulated to DOP Committee.

### Annual review

- The interest stream and the co-ordinating team will be reviewed annually.
- The review, by zoom, will be undertaken jointly by the DOP Exec, representatives from the DOP Committee and the interest stream lead with input from the CT members. The results will be reported to the DOP Committee.

## 9. Governance

The Member Network Advisor will support and advise the group.

- Providing help/guidance in relation to administration of the CT's work
- Advising the CT on Society policy, as required
- Ensuring the CT operates within its Terms of Reference
- Working with the CT Lead to ensure that any costs incurred are appropriate, proportionate and justified.

## 10. Finance

The interest stream and its CT would **not** be expected to incur costs. Should a need arise for any specific expenditure, application could be made to the DOP Committee for consideration.

## 11. Reporting

The interest stream CT reports to the DOP Committee.

Minutes/ notes of meetings will be shared with the Committee for DOP consideration and noting.

## 12. Accountability

The interest stream CT will be accountable to the DOP Committee, and the BPS.

## 13. Winding up

A CT may be wound up if it does not meet its terms of reference or if, following an evidence-based review, it is concluded that there is no further need for the interest stream, in which case both the CT and the interest stream will be shut down.

In such circumstances, arrangements will be made to hand over any records and work (finished or un-finished) to the Member Network Advisor for retention by the division.

## 14. Conduct

The interest stream CT will operate within the Society's statutes, rules and regulations.

Interest stream co-ordinating team members will sign and adhere to the code of conduct for volunteers undertaking Society business. They will be familiar with and observe Society policies, including policy relating to EDI and Dignity at Work.

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