



## **SOM Leadership Academy Executive Committee TOR – August 2024**

These Terms of Reference are for an Executive Committee to facilitate the development of the SOM Leadership Academy to enhance leadership skills for occupational health practitioners. Its target audience are:

- New Occupational Health Practitioners.
- Trainees seeking leadership competencies.
- Occupational Health Coaches and Mentors.
- Existing Practitioners aiming to enhance leadership skills.
- Aspirants for CMO positions.
- Entrepreneurial minded practitioners

### **A Purpose**

1. To develop and implement a strategic plan for the Leadership Academy as well as provide ongoing strategic direction for the Academy.
2. Develop a framework of leadership and management competencies and skills clarification, defining specific leadership skills and categories for tomorrow's OH leaders.
3. Engage with stakeholders to assess current gap / needs in leadership and management development
4. Develop system(s) of identifying and assisting future OH leaders in their leadership journey.
5. Develop and maintain an advisory group of experienced leaders to assist its functions *see Appendix 1*.
6. Develop partnerships and collaborative relationships with other leadership institutions.
7. Encourage Diversity and Inclusion in OH Leadership; whilst promoting compassionate, authentic & servant leadership
8. Develop or adopt appropriate metrics for assessing the impact on participants' leadership skills alongside feedback mechanisms.
9. Supported by the SOM Leadership SIG (*see appendix 2*), to executive:
  - Expand SOM's series of leadership events and management webinars
  - Curate and develop a library of relevant written and audio-visual leadership and management resources, including case studies & personal stories, hosted on the SOM website.
  - Publishing a series of leadership and management blog posts on the SOM website
  - Develop leadership and management training opportunities.
  - Ensure effective recruitment and engagement of Leadership Academy members

### **B Membership (12)**

- X 8 SOM members (minimum of one each of OHP, OHN & AHP)
- SOM and FOM President (or their representative)
- SOM CEO
- An external business/medical leader *from the NHS, Universities and or corporates as a member or observer if more than one*

### **C Reporting**

Minutes and reports back on progress with the purpose on a regular basis to the SOM Board and Council.

#### **D Finance**

- Any fundraising proposals must have the agreement of SOM Trustees, and applications shall be in the name of the SOM.
- Any requirement for funding of specific projects will go through SOM finance procedures.
- Any funds so raised shall be held as part of the SOM accounts and reported as part of the SOM's financial activity. If it is dissolved, any funds which may have accrued for and from its activities shall be absorbed into the general funds of the SOM.
- Ultimately, the aim is that the Academy is self-funding.

#### **E Governance**

1. Chair to be elected annually by the Executive Committee membership and will attend the SOM Board. The executive committee may choose to re-elect the chair for a further term. The chair will be expected to serve a minimum of one year and a maximum of three years. The chair will be expected to attend SOM Board meetings as an observer, if not a member of SOM Board.
2. Each member will have one vote with the Chair having the casting vote, if required. Should a vote be required a decision will be determined by a simple majority.
3. May meet or work virtually online or through another appropriate communication media:
  - provided a record of the work and minutes of any actual or virtual meetings are kept as required by the constitution, and reported regularly to the Trustees,
  - Provide a register of members,
  - that copies of minutes and reports are deposited with SOM Council
4. The committee shall be dissolved if in the view of the Trustees
  - it has brought the Society or the work of the Society into disrepute.
  - if it is no longer adhering to its terms of reference or governance.
  - if it is no longer contributing to the work, aims and objects of the Society.
  - if it exceeds its terms of reference, powers, and functions (including spending) to the detriment of the SOM
5. The committee shall act in the best interests of the SOM, with significant autonomy to operate and develop programmes of work

#### **F Meetings**

- Monthly meetings, with additional meetings as required.
- Minimum of five members present to be quorate
- Annual strategic review & planning meeting.

#### **G Effectiveness**

The Committee will undertake an annual review of its performance against its Terms of Reference and work plan to evaluate the achievement of its duties.

#### **H Other Matters**

The servicing, administrative and appropriate support will be undertaken by the CEO who will record minutes of the meeting.

#### **I Review**

These terms of reference will be reviewed annually

## **Appendix 1: Terms of Reference for the Advisory Group for the Leadership Academy**

### **Purpose:**

The Leadership Academy's Advisory Group shall comprise experienced occupational health leaders who can provide strategic guidance, expertise and networks to help the Leadership Academy meet its objectives and maintain alignment with the goals of the Society of Occupational Medicine (SOM).

### **Members:**

Members will be selected by the SOM Board and Executive committee based on experience and expertise in leadership, occupational health, and related fields. It may include representatives from academia, industry, and government. The Group shall not exceed twelve in number.

### **Responsibilities:**

- Offer strategic advice and guidance on the direction and priorities of the Academy.
- Review and provide input on the Academy's strategic plan and major initiatives.
- Advise on curriculum development, partnerships, and funding opportunities.
- Assist in identifying and recruiting high-calibre faculty and speakers.
- Provide recommendations for continuous improvement.
- Facilitate committee access to their networks to aid the academy objectives.

### **Meetings:**

Advisory Group members will be invited to an annual strategic review meeting.

They are welcome to attend and participate in the Leadership Academy's executive committee meetings with no voting rights. There will be no requirement for the advisory group to undertake independent separate meetings.

## **Appendix 2: Revised Terms of reference: Leadership: Special Interest Group.**

### **Purpose:**

The Leadership Special Interest Group (LSIG) provides a platform for interested stakeholders within the occupational health community to share insights, collaborate on initiatives, and contribute to the development of the Leadership Academy.

### **Composition:**

Open to all SOM members with an interest in leadership development.

Representatives from different occupational health disciplines, including non-clinical and clinical practitioners, trainees, and mentors.

### **Responsibilities:**

- Share experiences, challenges, and best practices related to leadership in occupational health.
- Provide feedback on the Academy's programs and resources.
- Identify emerging trends and needs in leadership development within the occupational health community.
- Foster collaboration and networking among members.
- Participate in special projects and initiatives as needed.

### **Meetings:**

2 - 4 meetings per year, with additional meetings as required.

**Reporting:**

- Report to the Executive Committee on discussions and recommendations.
- Provide input for the leadership academy's annual strategic review meeting.