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Terms of Reference – SoPHE Industrial Working Group (IWG)

# Purpose

To support the activities of the Society of Public Health Engineers. Offering support to the profession, championing best practice, showcasing innovation, networking and education. To play a role in ensuring standards are upheld and regulation of products and services is adhered to.

# Constitution

**Elected members**

Eligibility:

* Must hold an active SoPHE industrial associate membership but is volunteering on an individual basis and the role is not transferable or can be deputised to another company representative.
* A company can only have one representative on the committee at any one time.

All elected positions require nomination either by the committee or by the individual to be approved at the AGM.

Those being nominated for Officer roles must have served on the committee as an elected member for 2 years prior to nomination for an Officer role. The IWG AGM will be held in the same format as the main SoPHE steering committee as set out in both the CIBSE Divisional Rules and the CIBSE SoPHE supplementary rules.

Officers

* Chair
* Vice Chair
* Secretary
* Treasurer

Non-officer roles

* Contractor rep
* Events rep
* Communications rep
* Education rep
* YEN rep
* Membership rep
* 7 x Regional reps
* 2 x unspecified role elected members

**Non-elected members**

* Chair of SoPHE
* CIBSE staff representative
* Immediate past Chair SoPHE IWG

# Terms of Reference

1. To serve as sub-committee of the Society of Public Health Engineers (SoPHE)
2. To represent organisations in the Public Health Engineering sector who hold an Industrial Associate membership of SoPHE.
3. To support the activity of SoPHE through funding, advice and volunteering time.
4. To provide industry knowledge and expertise as appropriate to SoPHE and CIBSE.
5. To encourage Public Health Engineers to be involved with SoPHE.

By serving on this committee, each member agrees to:

* Uphold the CIBSE Code of Conduct.
* Prioritise the best interests of SoPHE ahead of commercial gain or positioning when participating in SoPHE activities.
* Not participate in anti-competitive conduct in the course of participating in CIBSE and SoPHE and abide by best practice as set out by the Competition and Markets Authority.
* Declare any conflict of interest both existing or arising whilst serving as a member of the committee.
* Attend meetings of the committee regularly and not let attendance fall below 50% for Elected members and 75% for Officers- online or in-person is accepted for attendance. If attendance does fall below this amount the committee can remove the member by issuing a written notice from the Chair or from a CIBSE staff member.