

INSHPO Standard Operating Procedures

INSHPO Standard Operating Procedures Manual

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DOCUMENT INFORMATION			
SOP #	18-001 Meeting & Agendas		
Version No	1.0	Approved by	Board of Directors
Effective Date	April 2, 2019	Approval Date	April 2, 2019
Date of Last Review	June 4, 2023	Owner/Responsibility	Board of Directors

PURPOSE
To outline frequency and standing agenda items of the Board.

DEFINITIONS	
Days	Business days

APPLICABILITY
All meetings of the Board of Directors

PROCEDURE
<ol style="list-style-type: none"> 1. The Board of Directors shall meet as and when the business of INSHPO may require, but at least once in any calendar year. 2. The Annual Business Meeting shall be held within the first six months of the year. 3. Arrangements are to be made for member organization representatives to participate virtually if they are unable to attend in person. 4. Standard agenda items for a Board of Directors meeting will include: <ol style="list-style-type: none"> a. Approval of Agenda b. Declaration of Conflict(s) of Interest c. Approval of Previous Meetings Minutes d. Matters Arising from the Minutes e. Update on Strategic Plan f. Working Group/Committee/Project Updates g. Presentation of Reports (Annual or Interim) h. Financial Update and Budget Forecast including membership fees for the following year i. Board Succession Planning (including any election updates) j. Discussion on any Applications for Membership k. Member Organization Updates l. Discussion on Collaboration Opportunities Between Members 5. Other agenda items are set at the direction of the President. 6. Guests may be invited at the discretion of the Executive Council for a portion or all of a Board of Directors meeting and/or workshops 7. The administration of meetings is the responsibility of the Secretariat. 8. Discussions at Board of Directors meetings should be considered confidential. 9. All meetings of the Board of Directors will be minuted by the Secretary-Treasurer, and the minutes shall be distributed within 28 days of the meeting to member organizations. 10. The official minutes of Board of Directors meetings may be distributed to member organization Board of Directors.

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REFERENCE DOCUMENTS	
	INSHPO Agenda Template

CHANGE HISTORY		
Approval Date	Change details	Rationale

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DOCUMENT INFORMATION			
SOP #	18-002 Liability Insurance		
Version No	1.0	Approved by	Board of Directors
Effective Date	April 2, 2019	Approval Date	April 2, 2019
Date of Last Review	June 4, 2023	Owner/Responsibility	Board of Directors

PURPOSE
To communicate insurance coverage to member organizations.

DEFINITIONS
None

APPLICABILITY
Member Organizations Board Representative

PROCEDURE
<ol style="list-style-type: none"> 1. INSHPO shall purchase appropriate Directors and Officers Liability Insurance to indemnify its present and former directors and officers to the full extent permitted by law. 2. INSHPO shall carry Commercial General Liability insurance. 3. The Board of Directors shall specify the amount of liability insurance coverage, to be reviewed as and when required. 4. The Secretariat shall recommend to the Board of Directors the provider of insurance but must ensure it covers the jurisdiction in which INSHPO is registered. 5. A copy of the liability insurance policy shall be distributed annually to the member organizations. 6. Members organizations shall ensure that their individual representatives have sufficient travel insurance coverage.

REFERENCE DOCUMENTS
Insurance Policy

CHANGE HISTORY		
Approval Date	Change details	Rationale

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DOCUMENT INFORMATION			
SOP #	18-003 Executive Council		
Version No	1.1	Approved by	Board of Directors
Effective Date	June 4, 2023	Approval Date	June 4, 2023
Date of Last Review	June 4, 2023	Owner/Responsibility	Executive Council

PURPOSE
To define the purpose, frequency, and reporting of the Executive Council.

DEFINITIONS
None

APPLICABILITY
Executive Council

PROCEDURE
<ol style="list-style-type: none"> 1. Between meetings of the Board, routine business of the organisation may be delegated to the Executive Council. 2. The Executive Council shall consist of the President, President Elect, Vice President, Secretary-Treasurer, Immediate Past President of the Organisation, and the Secretariat in an ex-officio capacity. 3. The intern(s) shall participate in the Executive Council meetings in an ex-officio capacity. 4. The Executive Council may invite other persons to attend meetings at their discretion. 5. The Executive Council shall keep a record of its meetings which should be distributed to the Board of Directors within 28 days of a meeting. 6. As a minimum the Executive Council shall meet six times a year. 7. The agenda for the Executive Council meetings shall be determined by the President. 8. Executive Council meetings may be held electronically or face to face.

REFERENCE DOCUMENTS
None

CHANGE HISTORY		
Approval Date	Change details	Rationale
June 4, 2023	Added in participation of intern	New role in organisation

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DOCUMENT INFORMATION			
SOP #	18-004 Representing INSHPO		
Version No	1.0	Approved by	Board of Directors
Effective Date	April 2, 2019	Approval Date	April 2, 2019
Date of Last Review	June 4, 2023	Owner/Responsibility	Board of Directors

PURPOSE
To define expectations and accountabilities when representing INSHPO at external meetings.

DEFINITIONS	
External meetings/events	Any activity outside of scheduled INSHPO board, executive, and annual meetings in which INSHPO representatives are asked to participate on behalf of INSHPO.

APPLICABILITY
All INSHPO representatives

PROCEDURE
<ol style="list-style-type: none"> 1. Any member of the Board of Directors, the Secretariat, or any other person as authorised may represent INSHPO at external events, meetings, etc. 2. When representing INSHPO and participating in any discussions or delivery of presentations, the content of the discussion and/or presentations shall be limited to matters of agreed INSHPO policy or decided course of action. 3. When representing INSHPO, the representative shall not use the opportunity for personal or professional gain. 4. Any significant issues which arise from any external meeting which require further action shall be reported back to the Executive Council. 5. The INSHPO PowerPoint template should be used for any presentations. 6. A short report should be submitted to the Executive Council that summarizes the discussion/presentation outcomes.

REFERENCE DOCUMENTS
INSHPO PowerPoint Template

CHANGE HISTORY		
Approval Date	Change details	Rationale

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DOCUMENT INFORMATION			
SOP #	18-005 Conduct of INSHPO Representatives		
Version No	1.1	Approved by	Board of Directors
Effective Date	June 4, 2023	Approval Date	June 4, 2023
Date of Last Review	June 4, 2023	Owner/Responsibility	Board of Directors

PURPOSE
To outline the policy to deal with any professional misconduct of INSHPO representatives

DEFINITIONS	
INSHPO Representatives	As defined in bylaw 4.02

APPLICABILITY
All INSHPO Representatives

PROCEDURE
<ol style="list-style-type: none"> 1. All INSHPO representatives and intern(s) are expected to act in a professional and ethical manner in accordance with the INSHPO <i>Code of Conduct</i>. 2. It is expected that INSHPO representatives self report if they have been disciplined by a professional body or have been found guilty of criminal activity to the INSHPO Board of Directors. 3. Any complaints regarding member representatives shall be reported to the President. If the President is the subject of the complaint, it shall be reported to the Secretary-Treasurer. 4. All allegations of misconduct shall be investigated by the Executive Council. 5. The Executive Council shall make a recommendation to the Board. <p>Member Organization Representatives</p> <ol style="list-style-type: none"> 1. If misconduct by an INSHPO member representative is proven to the satisfaction of the INSHPO Board of Directors, the INSHPO President at the direction of the Board shall request the member organization to replace the representative. 2. Should the member organization refuse to replace the representative, the INSHPO Board of Directors may consider suspension or termination of membership for good cause by a two-thirds vote of the Board of Directors. <p>Executive Officers</p> <ol style="list-style-type: none"> 1. If misconduct by an INSHPO officer is proven to the satisfaction of the INSHPO Board of Directors, the officer may be removed before the expiration of the officer's terms by a two-thirds majority vote of the Board. 2. The removal of an officer is effective immediately unless otherwise provided by Board resolution.

REFERENCE DOCUMENTS
Code of Conduct for the INSHPO Board of Directors

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CHANGE HISTORY		
Approval Date	Change details	Rationale
June 4, 2023	Added in reference to intern. Added in definition of representative/link to bylaws.	Update based on structure.

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DOCUMENT INFORMATION			
SOP #	18-006 Executive Council Nominations and Elections		
Version No	1.1	Approved by	Board of Directors
Effective Date	June 4, 2023	Approval Date	June 4, 2023
Date of Last Review	June 4, 2023	Owner/Responsibility	Board of Directors

PURPOSE
To define the election procedure for the Board of Directors.

DEFINITIONS	
Candidate	Individual member organization representatives standing for election

APPLICABILITY
Executive Council nominations and elections

PROCEDURE
<p>Nominations</p> <ol style="list-style-type: none"> 1. A call for nominations will be issued via email by the Secretariat each September to all eligible member organisations. 2. The call for nominations shall specify the number of vacancies arising on the Executive Council and stipulate a return date for nominations four weeks from the date of the call. 3. Nominations must be made on a standard electronic form prescribed by the Secretariat and shall include a letter of support for the representative, the nomination from the member organisation, a brief biography of the candidate, and a candidate statement. 4. When multiple positions are up for election, a nomination may be submitted for more than one position by a member organisation representative. <p>Elections</p> <ol style="list-style-type: none"> 1. In the event that a member organisation representative is nominated for more than one position, the elections will be conducted in sequence with the most senior position being the first ballot. The member organisation representative's name will appear on the first ballot for the most senior position, and if not elected, on the subsequent ballot(s) for the positions that they were nominated for. 2. Election ballot(s) shall be issued via email or any other method determined by the Executive Council and will include an explanation of the voting process and sequence when multiple ballots are required, include the date of closure for the election(s), the candidate biographies, and candidate statements. 3. Every member organisation in good standing, shall have the right to vote in the election, and the ballot will be cast by the member organisation representative or delegated proxy. 4. Elections will be scrutinized by the Secretariat. The scrutineer shall be responsible for examining and counting the ballots and for certifying the results of the election. The scrutineer shall deliver a report to the Executive Council containing details of: <ol style="list-style-type: none"> a. Total number of votes cast b. Number of invalid votes and grounds of rejection

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c. Results of the election(s)

5. The candidates shall be notified of the election results by the President.
6. Once all candidates have been notified of the election results, the membership shall be notified via email by the Secretariat.

Tie Vote

1. In the event of an equal number of votes being cast for two or more candidates that affects the result of the election, a new election shall be held for those candidates, to be concluded within one calendar month of the date of the first count being made.
2. In the event that the second ballot results in a tie, the president shall cast an additional vote to break the tie.

Early Vacancies

1. In the event that an Executive Council position becomes vacant prior to the expected term end, an election will be held to fill that position as part of the election process.
2. If there is more than 6 months remaining on a term when vacated, the Executive Council can determine to call an election early for that position.

REFERENCE DOCUMENTS

Call for Nominations

CHANGE HISTORY

Approval Date	Change details	Rationale
June 4, 2023	Added in 'that affects to tie vote #1 for clarification of wording	Grammatical / clarification

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DOCUMENT INFORMATION			
SOP #	18-007 Selection of Secretariat		
Version No	1.0	Approved by	Board of Directors
Effective Date	October 23, 2019	Approval Date	October 23, 2019
Date of Last Review	June 4, 2023	Owner/Responsibility	Board of Directors

PURPOSE
To define the selection process for secretariat services.

DEFINITIONS	
Secretariat	Organization contracted to provide services to the INSHPO

APPLICABILITY
Secretariat Services

PROCEDURE
<ol style="list-style-type: none"> 1. The Secretariat for the INSHPO shall be determined by the Board for a term of at least two years. 2. The Board shall issue a request for proposal for the Secretariat position at least six months prior to the end date of the existing contract. 3. The request for proposal is to be advertised to all member organisations. 4. The Executive Council shall review proposals and make a recommendation to the Board for the appointment of the Secretariat. 5. Upon appointment of the Secretariat by the Board, a contract shall be executed between INSHPO and the Secretariat which includes an outline of the scope of service being provided, and the fees and disbursements payable. 6. Any issues relating to the performance of the contract shall be addressed by the Executive Council in a timely manner.

REFERENCE DOCUMENTS	
	Request for Proposal

CHANGE HISTORY		
Approval Date	Change details	Rationale

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DOCUMENT INFORMATION			
SOP #	18-008 Secretariat Role		
Version No	1.1	Approved by	Board of Directors
Effective Date	January 1, 2022	Approval Date	October 21, 2021
Date of Last Review	October 21, 2021	Owner/Responsibility	Board of Directors

PURPOSE
Define the role of the secretariat

DEFINITIONS	
Secretariat	Organization contracted to provide services to the INSHPO

APPLICABILITY
Secretariat Services

PROCEDURE
<ol style="list-style-type: none"> 1. The Board of Directors may define the role of the secretariat from time to time, and this shall form the basis of the scope of service in the contract. 2. These duties may include, but are not limited to the following activities: <ol style="list-style-type: none"> a. Maintain the INSHPO's official documents/records (i.e. Be the custodian of the official copies of INSHPO's Tax Forms, legal documents, minutes, etc. not specifically taking the minutes at the meeting, which is done by the Secretary/Treasurer). b. Issue the INSHPO membership dues Invoices to members (currently 14) and any other invoices the INSHPO are to receive payment for (typically less than 10 per annum) and follow up on outstanding accounts. c. Administer any requests for membership. d. Pay the INSHPO Invoices (that have been approved by the Executive Committee in accordance with the By-Laws) typically less than 15 per annum. e. Forward copies of the Bank Statements to the Executive Committee each month. f. Provide/source financial/accounting support for the secretary-treasurer when requested by the Executive Council. g. Complete the INSHPOs Annual Tax Return (draft to be reviewed and approved by the EC) h. Complete and corporate/company filings as required. i. Conduct of the elections for members of the Executive Council typically one Vice President each year and a Secretary/Treasurer every other year. j. Administer the INSHPO website by updating Executive Committee and Board of Directors members typically once per annum and the "News and Events" and "Our Work" pages typically once or twice per annum. k. Provide marketing support on social media to include a minimum of 12 and up to 24 social media posts per annum, propose a social media calendar annually, and provide a report on social media performance as scheduled with the Executive. l. Organize and book the venue including catering for the Annual Business Meeting and Interim Business Meeting (if one is held) with the assistance of the local member organisation (the secretariat need not attend the ABM or Interim Business Meeting).

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| <ul style="list-style-type: none">m. Review and renew the INSHPO's insurance policies (D&O and Liability) each year and forward confirmation to the Executive Council.n. Provide/Source advice on compliance and legal responsibilities e.g. Data protection when requested by the Executive Council.o. Administer any complaints received about Executive Committee Member |
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REFERENCE DOCUMENTS

Secretariat Contract

CHANGE HISTORY

Approval Date	Change details	Rationale
October 21, 2021	Social media added into scope	Additional secretariat support required

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DOCUMENT INFORMATION			
SOP #	18-009 Membership Fees		
Version No	1.1	Approved by	Board of Directors
Effective Date	January 1, 2022	Approval Date	October 21, 2021
Date of Last Review	June 4, 2023	Owner/Responsibility	Board of Directors

PURPOSE
To define the process for determining membership fees.

DEFINITIONS	
Annual Membership Fee	The money paid to INSHPO annually by organizations to confirm their membership

APPLICABILITY
All INSHPO representative organizations

PROCEDURE
<ol style="list-style-type: none"> 1. The annual membership fee for both full and associate members shall be determined by the Board of Directors at the Annual Business Meeting. 2. The fees shall be payable in US dollars. 3. The secretariat shall issue the invoice for the membership fees prior to December 31 for the following year. 4. Members who join INSHPO throughout the year, shall have their membership fees prorated for the portion of the calendar year that they are members. 5. In exceptional circumstances, member organisations may submit a request to INSHPO for hardship consideration for annual fees to be reduced or waived for a year. Hardship requests will be reviewed by the Executive and considered on a case-by-case basis. The member organisation must submit the request in writing, including rationale, and a copy of their most recent financial statement.

The Board of Directors confirmed the fees as follows:

	Full Member Organisations				
Size of Member Organisation	1-499	500-999	1000-4999	5000-9,999	> 10,000
GDP (PPP) of country 100 x 109(US\$)	\$680	\$1,360	\$2,720	\$5,440	\$10,880
GDP (PPP) of country < 100 x 109(US\$)	\$340	\$680	\$1,360	\$2,720	\$5,440
	Associate Member Organisations				
Size of Member Organisation	1-499	500-999	1000-4999	5000-9,999	> 10,000
GDP (PPP) of country 100 x 109(US\$)	\$340	\$680	\$1,360	\$2,720	\$5,440
GDP (PPP) of country < 100 x 109(US\$)	\$170	\$340	\$680	\$1,360	\$2,720

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REFERENCE DOCUMENTS	
	None

CHANGE HISTORY		
Approval Date	Change details	Rationale
January 3, 2020	Added in associate member fees	Addition of associate membership category
October 21, 2021	Added in hardship statement and modified fees to include smaller organisation category. Corrected math error on other fees.	Update to meet current needs of members.

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DOCUMENT INFORMATION			
SOP #	18-010 Annual Report		
Version No	1.0	Approved by	Board of Directors
Effective Date	April 2, 2019	Approval Date	April 2, 2019
Date of Last Review	June 4, 2023	Owner/Responsibility	Immediate Past President

PURPOSE
To define the contents of the Annual Report

DEFINITIONS	
Annual Report	A document produced annually that captures the key initiatives, milestones, and financial data for a fiscal year.

APPLICABILITY
INSHPO Operations

PROCEDURE
<ol style="list-style-type: none"> 1. The Annual Report shall be prepared by the Immediate Past President and relates to the year in which they were President and should be released by March 31. 2. It shall include the following: <ol style="list-style-type: none"> a. List of Board members including any resignations and or appointments throughout the year b. Report on the Strategic Plan c. Report from each Working Group d. Financial Summary linked to approved accounts 3. The Annual Report shall be distributed to all member organizations by March 31 of each year.

REFERENCE DOCUMENTS	
	Annual Report

CHANGE HISTORY		
Approval Date	Change details	Rationale

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DOCUMENT INFORMATION			
SOP #	18-011 Declarations of Interest		
Version No	1.0	Approved by	Board of Directors
Effective Date	April 2, 2019	Approval Date	April 2, 2019
Date of Last Review	June 4, 2023	Owner/Responsibility	Board of Directors

PURPOSE
To define the declarations of interest policy.

DEFINITIONS
None

APPLICABILITY
All INSHPO representatives

PROCEDURE
<ol style="list-style-type: none"> 1. Situations may arise where one or more of the INSHPO members and/or the Secretariat, while pursuing their own legitimate aims and objectives, come into or could be perceived by a third party as coming into, conflict with the aims and objectives of INSHPO. When this occurs, the INSHPO member and/or the Secretariat must declare such possible conflict of interest to the Board of Directors. 2. Annual INSHPO member representatives shall be asked to complete a Declaration of Interest form. 3. On each agenda of the Board and Executive Council, there shall also be a declaration of interest and any conflicts declared shall be recorded in the minutes. 4. Members of the INSHPO Board of Directors shall take the following principles into account, in all their dealings and conduct on behalf of INSHPO. <p>General Principles</p> <ol style="list-style-type: none"> a) Officers, Directors and employees of non-profit organisations such as INSHPO, may have interests in conflict with those of INSHPO as a whole. The duty of loyalty requires that any Officer, Director or employee be conscious of the potential for such conflicts and act with candour and care in dealing with such situations. b) Conflicts of interest are not inherently illegal nor are they to be regarded as a reflection on the integrity of INSHPO. It is the manner in which the member and the Board of Directors deal with a disclosed conflict which determines the propriety of the transaction. c) A conflict of interest is present whenever an Officer, Director or employee has a material personal interest in a proposed contract or transaction to which INSHPO may be a party. This interest can occur either directly or indirectly. The Officers, Directors and employees may be personally involved with the transaction or may have an employment or investment relationship with an entity with which INSHPO is dealing, or it may arise from some family relationship. A conflict of interest may result from an Officer, Director or employee performing professional services for the organisation. d) The purpose of these procedures, of written policies, and of conflict disclosure statements is to encourage and help honest and loyal people to act accordingly and to perform their duties in a manner required by law or suggested by good corporate practice. <p>Three Key Principles</p>

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There are three key principles which every member of the INSHPO Board of Directors must be fully cognizant of and practice whenever they act as an INSHPO Director. The following describe these principles in more depth.

Awareness

An Officer, Director or employee shall be sensitive to any interest he or she may have in a decision to be made by the INSHPO Board of Directors and, as far as possible, recognise such interest prior to the discussion or presentation of such a matter before the INSHPO Board.

Disclosure

- a) The INSHPO Board of Directors shall be required to complete a Declaration of Interest document on both their own personal behalf and also that of their sponsoring organisation. This document is attached as Appendix A.
- b) When an Officer, Director or employee has an interest in a transaction being considered by the INSHPO Board of Directors, the Officer, Director or employee shall disclose the conflict before the INSHPO Board of Directors takes action on the matter.
- c) The duty of loyalty does not totally preclude business interaction in the event of a disclosed conflict of interest. However, these transactions would be subjected to intense scrutiny by a court if called into question. A non-disclosing Officer, Director, or employee exposes themselves and the INSHPO Board of Directors to substantial risks in such an undisclosed conflict. While the law affords protection to Officers, Directors or employees whose decisions were made in the ordinary course of business and in good faith, however unfortunate the decisions may turn out to be, this doctrine shall not extend to shield the non-disclosing Officer, Director or employee, or the Officer, Director or employee who does not reasonably inform themselves.
- d) Each material conflict of interest disclosure shall be in writing and fully recorded in the minutes. Generally, the disclosure shall include the existence of such interest and its nature (e.g. those arising from financial or family relationships, or professional or business affiliations, etc.) and shall be made before any action is taken by the INSHPO Board concerning the matter. However, disclosure alone is rarely enough. After the member discloses the potential conflict, if any related matter is put to a vote of the INSHPO Board, the interested member shall either refrain from voting, or have any action with which he or she participated approved by a disinterested majority of the INSHPO Board. The Officer, Director or employee may consider it prudent to be absent from the meeting when the matter is being discussed except when information may be needed. An Officer, Director or employee having a conflict shall have their absence from discussion and abstention from a vote, as applicable, recorded in the minutes.

Disinterested Review

Upon disclosure by the Officer, Director or employee, the INSHPO Board shall provide a disinterested review of the matter. If the INSHPO Board of Directors discovers that it has acted upon a proposal in ignorance of an undisclosed interest it shall promptly re-examine the issue, with an appropriate record of such scrutiny.

REFERENCE DOCUMENTS

Declaration of Interest

CHANGE HISTORY

INSHPO Standard Operating Procedures Manual

Approval Date	Change details	Rationale

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DOCUMENT INFORMATION			
SOP #	18-012 Use of INSHPO Logo and Name		
Version No	1.0	Approved by	Board of Directors
Effective Date	April 2, 2019	Approval Date	January 3, 2020
Date of Last Review	June 4, 2023	Owner/Responsibility	Board of Directors

PURPOSE
It is important to know how to use the INSHPO logos correctly. Authorization to use any INSHPO logo, including the corporate INSHPO logo, is obtained via written consent by INSHPO for the period specifically designated by INSHPO.

DEFINITIONS	
INSHPO Corporate Logo	The logo to be used by INSHPO
INSHPO Member Logo	The logo to be used by INSHPO member organizations

APPLICABILITY
All INSHPO representatives

PROCEDURE
<p>INSHPO Corporate Logo:</p> <ol style="list-style-type: none"> 1. The official symbol of INSHPO shall be the globe with the initials INSHPO. 2. The corporate symbol use is prohibited except on printed or symbolic items provided by INSHPO or its designated suppliers. 3. The INSHPO Brand Guidelines outline the specifications of use related to sizing, colours, etc. <p>INSHPO Member Logo:</p> <ol style="list-style-type: none"> 1. The official INSHPO Member symbol shall be the globe with the initials INSHPO and the OHS Global Alliance... full member or associate member tagline. 2. INSHPO full member organizations in good standing are authorized by INSHPO to use the INSHPO full Member logo in their marketing material in order to signify they are a full member of INSHPO. 3. INSHPO associate member organisations in good standing are authorized by INSHPO to use the INSHPO associate Member logo in their marketing material in order to signify they are an associate member of INSHPO 4. This material includes, but is not limited to: <ol style="list-style-type: none"> a. Websites b. Letterhead c. Brochures d. .PPT Presentations e. Tradeshow / Exhibit Material 5. The INSHPO full or associate member logo may only be used for the period for which the organisation is a member in good standing. Use expires if the member organisation has not paid the annual membership fee. 6. The INSHPO Brand Guidelines outline the specifications of use related to sizing, colours, etc.

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REFERENCE DOCUMENTS	
	INSHPO Brand Guidelines

CHANGE HISTORY		
Approval Date	Change details	Rationale
January 3, 2020	Added in reference to Associate member	Additional membership category created.

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DOCUMENT INFORMATION			
SOP #	18-013 Proxy Voting		
Version No	1.0	Approved by	Board of Directors
Effective Date	April 2, 2019	Approval Date	April 2, 2019
Date of Last Review	June 4, 2023	Owner/Responsibility	Board of Directors

PURPOSE
To define the procedure for proxy voting by INSHPO representatives at board meetings.

DEFINITIONS	
Proxy	An individual appointed by an INSHPO representative to vote on their behalf at INSHPO meetings.

APPLICABILITY
Board of Directors

PROCEDURE
<p>Exclusions: Proxy voting is not permitted at meetings of the Executive.</p> <ol style="list-style-type: none"> 1. Any voting representative may be represented by proxy at a Board meeting by another representative, by alternative representative or by the President, provided such proxy is in writing on the form prescribed by the Secretary-Treasurer or by a facsimile or other electronic version thereof. 2. The Secretary-Treasurer must call for proxies 30 days in advance of the meeting. 3. A proxy must be signed by the voting member and must be valid only for the meeting for which it is specifically given, or for any adjournment thereof. 4. Proxies or notices of proxies held must be filed with the President or their designate before the beginning of the Board meeting. 5. Proxies may be accepted after the start of a meeting at the Board's discretion.

REFERENCE DOCUMENTS	
	Proxy Form

CHANGE HISTORY		
Approval Date	Change details	Rationale

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DOCUMENT INFORMATION			
SOP #	18-014 Reserve Funds		
Version No	1.1	Approved by	Board of Directors
Effective Date	June 4, 2023	Approval Date	June 4, 2023
Date of Last Review	June 4, 2023	Owner/Responsibility	Secretary Treasurer

PURPOSE
To define the threshold for reserve fees to be held by INSHPO to ensure continuing operations.

DEFINITIONS
None

APPLICABILITY
INSHPO Operations

PROCEDURE
<ol style="list-style-type: none"> 1. To ensure business continuity, INSHPO will maintain twelve months of reserves for the purpose of corporate and contractual obligations. 2. The amount in reserve shall be reviewed annually by the Board of Directors.

REFERENCE DOCUMENTS
Financial Statement

CHANGE HISTORY		
Approval Date	Change details	Rationale
June 4, 2023	Rewording of item #1 to clarify intent. Updated policy title to clarify intent.	clarification

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DOCUMENT INFORMATION			
SOP #	18-015 Membership		
Version No	1.2	Approved by	Board of Directors
Effective Date	June 4, 2023	Approval Date	June 4, 2023
Date of Last Review	June 4, 2023	Owner/Responsibility	Board of Directors

PURPOSE
To define the procedure for reviewing and accepting membership into INSHPO.

DEFINITIONS
None

APPLICABILITY
INSHPO Operations

PROCEDURE
<ol style="list-style-type: none"> 1. Membership inquiries received will be sent an Expression of Interest (EOI) form to complete. 2. The EOI form will be reviewed by the Secretariat in consultation with the Executive if the organisation appears eligible for membership (either associate or full), an invitation to apply, along with the application form, will be issued to the organisation. 3. Applications for full membership shall be submitted on the prescribed form that at a minimum includes submission of: <ol style="list-style-type: none"> a. Documented verification of not-for-profit or charitable legal entity or government approved official safety and health agency at a national level. b. Copy of the organisations by-laws or equivalent c. Statement of alignment of organisation’s objectives with INSHPO d. Documented proof of requirement for organisation’s members to adhere to a Code of Conduct or ethical guidelines. e. Documented proof of a minimum of one-year operations prior to application f. Mapping of membership structure against the INSHPO OHS Professional Capability Framework and current membership number. g. Submission of the non-refundable application fee, payable at the time of application submission. 4. Applications for associate membership shall be submitted on the prescribed form that at a minimum includes submission of: <ol style="list-style-type: none"> a. Documented verification of not-for-profit or charitable legal entity or government approved official safety and health agency. b. Statement of alignment of organisations objectives with INSHPO c. Documented proof of a minimum of one-year operations prior to application d. Submission of the non-refundable application fee, payable at the time of application submission. e. Submission of any code of ethics or professional conduct standards for employees, members, or industry. 5. The membership application fee may be determined from time to time by the Board of Directors. 6. Once a completed application for membership is received, it will be submitted to the Membership Committee for consideration.

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7. If an application is received from an organisation that has been a member of INSHPO in the past five years and that there has been no substantive change to the organisations business model, the Executive Council may determine to waive the requirement for the membership committee to conduct an assessment and approve for membership.
8. The Membership Committee will assess applications to determine whether or not the Applicant meets the requirements for membership and makes recommendations to the Board as to whether or not the Applicant should be admitted as an Associate or Full member of INSHPO.
9. To ensure consistency in application processing, the membership committee shall utilize a checklist in assessing applications and preparing their recommendation for the Board.
10. In the event that the Membership Committee does not recommend an application or does not recommend an application for the membership category applied for by the organisation, the organisation may appeal the decision.
11. All membership recommendations will be submitted to the Board in writing either electronically or as part of the ABM agenda and require two-thirds vote of the Board in favour to be approved.
12. The Secretariat shall communicate the decision of the Board to the applying organisation, and if approved for membership, invoice for applicable membership fees.
13. If a membership has been suspended or terminated for failure to submit the annual membership fee for more than one year, or if an organisation has requested their membership be suspended; the organisation may be eligible for readmission as an INSHPO member upon recommendation of the Board. A new membership application form and payment may not be required.

Membership Committee Review Procedure

Membership Committee Application Review Guidelines

- 1) The Membership Committee comprises at least three members. All decisions of the Membership Committee must be by consensus.
- 2) The Membership Committee must follow the processes in this document but may depart from them in minor respects or where it does not consider the departure will be unfair to the Applicant (in which case it will advise the Applicant of the change and the reasons for making it).

Initial processing of application

- 1) An application is sent to the Secretariat who logs the application and checks to see whether the application is complete.
- 2) If the application is complete, the Secretariat will confirm receipt of the application and notify the Membership Committee of the application received.
- 3) If the application is incomplete, the Secretariat will send the application back to the Applicant to complete.

Conflict of interest

- 1) Before an application is sent to the Membership Committee for assessment all members of the Membership Committee must advise the Secretariat whether they have a conflict-of-interest relation to the application.
- 2) If a member of the Membership Committee has a conflict of interest at any time throughout the assessment process, they must:
 - a) declare the conflict of interest to the rest of the Membership Committee upon becoming aware of it; and
 - b) stand down as a member of the Membership Committee for the purposes of assessing the application in conflict and not participate in any deliberations or recommendations to the Board on the application in conflict.
- 3) For the avoidance of doubt, if a member stands down from the assessment process due to a conflict of interest, that does not affect the constitution of the Membership Committee or its ability to assess an application and make recommendations to the Board, provided a quorum of three members is still met. If

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the quorum of three members cannot be met, the Membership Committee will co-opt further members of the Board to join the Membership Committee on a temporary basis.

- 4) The Membership Committee may take any action it considers necessary to manage the conflict of interest to ensure the application is dealt with in a fair and reasonable manner.
- 5) The Secretariat will advise the Applicant of any conflict of interest and the steps taken by the Membership Committee to manage the conflict.

ASSESSMENT OF APPLICATION BY COMMITTEE MEMBERS

Initial assessment of application

- 1) Each member of the Membership Committee will individually assess an application against the criteria for membership.
- 2) The Secretariat will arrange a meeting (in person, by phone or by electronic means) for the Membership Committee to discuss and assess the application. At the meeting:
 - a) each member will recount his or her assessment of the application to the rest of the Committee;
 - b) the Membership Committee will explore the reasons for any significant differences of view;
 - c) the Membership Committee will ensure that each member is given an opportunity to express his or her views; and
 - d) the Membership Committee will discuss whether the Applicant meets each of the requirements for membership of INSHPO.
- 3) The Membership Committee will decide either in the meeting or as soon as possible afterwards either that:
 - a) the Applicant meets the requirements for membership of INSHPO, in which case the Membership Committee will recommend to the Board that the Applicant be admitted to membership either as a Full Member or an Associate Member; or
 - b) the Applicant does not meet the requirements for membership either as a Full Member or an Associate Member, in which case the Membership Committee may either:
 - c) decide to seek further information or clarification from the Applicant and/or changes to any of the information provided by the Applicant.
 - d) make a provisional decision to recommend to the Board that the application for membership be declined.
- 4) The Membership Committee will record the deliberations and the decision of the Membership Committee, which will be confirmed by the Membership Committee members within a week of the meeting.

Requests for further information and/or changes to application

- 1) If the Membership Committee decides to seek further information or clarification from the Applicant and/or changes to any of the information provided by the Applicant with the application, the Secretariat will:
 - a) advise the Applicant of the Membership Committee's request; and
 - b) agree with the Applicant on a date for the Applicant to provide the further information or clarification and/or to make the requested changes to the application.
- 2) If the Applicant provides further information, clarification or changes as requested the Membership Committee will consider the further information, clarification and/or changes together with all other information already provided by the Applicant in relation to the application, and may:
 - a) seek further information, clarification or changes from the Applicant in relation to the additional information or changes made;
 - i) if it considers the Applicant now meets the requirements for membership either as a Full Member or Associate Member, recommend to the Board that the Applicant be admitted as a Full Member or Associate Member; or
 - ii) make a provisional decision to recommend to the Board that the application for membership be declined or that they recommend to the Board that they be admitted as a different category of membership.

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- 3) If the Applicant fails to provide further information, clarification or changes within the time period agreed, the Membership Committee will provide the Applicant with a further time period (no longer than 1 month) in which to provide the information or clarification and/or make the changes requested.
- 4) If the Applicant fails to provide the further information, clarification or changes within the further time period specified, the Membership Committee will assess the application on the basis of the information before it. If the Membership Committee:
 - a) considers that the Applicant meets the requirements for membership either as a Full Member or Associate Member, it will recommend to the Board that the Applicant be admitted as either a Full Member or Associate Member; or
 - b) does not consider the Applicant meets the requirements for membership either as a Full Member or Associate Member, the Membership Committee will make a provisional decision to recommend to the Board that the application for membership be declined.
- 5) The Secretariat may at any time in its processing of an application request the Applicant to confirm the information provided in its original application remains current or request the Applicant to provide up to date information.

PROCESS THAT APPLIES IF PROVISIONAL DECISION IS TO RECOMMEND THAT APPLICATION BE DECLINED

- 1) If the Membership Committee makes a provisional decision to recommend to the Board that the application for membership be declined, the Secretariat will:
 - a) advise the Applicant of the Membership Committee's provisional decision and the reasons for it; and
 - b) give the Applicant a reasonable period of time (as determined by the Membership Committee and notified by the Secretariat to the Applicant) to provide any comments on the provisional decision and to provide any additional supporting information the Applicant considers relevant to the Membership Committee.
- 2) If the Applicant provides comments and/or additional supporting information or fails to do so within the time frame notified, the Membership Committee will make a decision on the application. The Membership Committee will consider as a whole the Applicant's original application and any further information, clarification, changes or comments provided, and either:
 - a) confirm its provisional decision, that the Applicant does not meet the requirements for membership either as a Full Member or Associate Member and recommend to the Board that the application for membership be declined; or that they recommend to the Board that they be admitted as a different category of membership, or
 - b) determine that the Applicant meets the requirements for membership either as a Full Member or Associate Member and recommend to the Board that the application for membership be accepted.

RECOMMENDATIONS AND REPORTS TO BOARD

- 1) All recommendations of the Membership Committee to the Board must be in writing and accompanied by a brief report summarising the Membership Committee's process, its assessment of the application and the reasons for its recommendations.

Membership Decisions Appeals Process

The organisation may appeal the decision of the membership committee. All appeal requests must be in writing and submitted to the secretariat Within six weeks of being advised that the membership application has been denied.

1. Appeals should detail the reasons the applicant is appealing and may include the provision of additional information to support the appeal.

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2. Appeals will be reviewed by the Executive Committee. To ensure consistency in appeal review, the Executive shall utilize a checklist in assessing the appeal preparing their recommendation for the Board.
3. Appeal decisions by the Executive Committee are final.

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REFERENCE DOCUMENTS

Full Membership Form
 Associate Membership Form
 Expression of Interest Form
 Checklist

CHANGE HISTORY

Approval Date	Change details	Rationale
June 4, 2023	Added clause: if an application is received from an organisation that has been a member of INSHPO in the past five years and that there has been no substantive change to the organisations business model, the Executive Council may determine to waive the requirement for the membership committee to conduct an assessment and approve for membership.	Streamline re-entry of former member organisations.

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DOCUMENT INFORMATION			
SOP #	18-016 Working Groups		
Version No	1.0	Approved by	Board of Directors
Effective Date	April 2, 2019	Approval Date	April 2, 2019
Date of Last Review	June 4, 2023	Owner/Responsibility	Board of Directors

PURPOSE
To define the procedure for the establishment and structure of working groups.

DEFINITIONS	
Working Group	A subset of INSHPO representatives assembled to achieve a specific task or project.

APPLICABILITY
INSHPO Operations

PROCEDURE
<ol style="list-style-type: none"> 1. The Board of Directors may establish Working Groups as required to manage INSHPO projects. 2. The Board of Directors may dedicate funding to Working Groups as required for project work. 3. Working Groups must have a designated Chair and a designated member of the Executive Council. The designated member of the Executive Council may serve as chair of the working group, however is not required to do so. 4. Working Groups shall maintain minutes of meetings and report progress on activities to the Executive Council on a regular basis. 5. Presentations on Working Groups progress may be scheduled as part of a Board meeting as required. 6. Working Groups shall submit a year end written report to the Immediate Past President for inclusion in the Annual Report.

REFERENCE DOCUMENTS
List of Active Working Groups

CHANGE HISTORY		
Approval Date	Change details	Rationale

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DOCUMENT INFORMATION			
SOP #	18-017 Public Document Sign Off		
Version No	1.0	Approved by	Board of Directors
Effective Date	April 2, 2019	Approval Date	April 2, 2019
Date of Last Review	June 4, 2023	Owner/Responsibility	Board of Directors

PURPOSE
To define the procedure for approval of INSHPO public documents.

DEFINITIONS	
Public document	A document that is available in the public domain that sets out an opinion, position, guideline, or standard of INSHPO.

APPLICABILITY
INSHPO Operations

PROCEDURE
<ol style="list-style-type: none"> 1. After the INSHPO Board of Directors has approved a public document, the President will send a request for endorsement to each INSHPO member organization. 2. A copy of the final public document will be included with the letter of request and a date for response that allows sufficient time for organizations to obtain ratification/approval from their Boards. 3. The INSHPO member organization representative will reply in writing to the INSHPO Chair and/or secretariat regarding the organization’s support for the project/guideline/framework document(s). 4. Member organizations who sign off on/endorse an INSHPO public document will be listed as an endorsing/supporting organization within the public documents. 5. INSHPO will maintain a record of organizational support for each public document.

REFERENCE DOCUMENTS	
	Request for Approval Letter (Template)
	Record of Organizational Support

CHANGE HISTORY		
Approval Date	Change details	Rationale

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DOCUMENT INFORMATION			
SOP #	18-018 Donations and Sponsorship		
Version No	1.0	Approved by	Board of Directors
Effective Date	October 23, 2019	Approval Date	October 23, 2019
Date of Last Review	June 4, 2023	Owner/Responsibility	Board of Directors

PURPOSE
To define the policy related to sponsorship and donations.

DEFINITIONS	
Donations	Funding provided to INSHPO in support of its objectives
Sponsorship	Funding provided to INSHPO in support of a specific project.

APPLICABILITY
Any financial support provided to INSHPO outside of regular membership fees.

PROCEDURE
<ol style="list-style-type: none"> 1. There may be occasions where donations or sponsorship are offered to INSHPO from either its member organisations or other bodies to support INSHPO and its objectives. 2. INSHPO welcomes offers of such donations or sponsorship. However, in the interests of good governance, any donation or sponsorship must be approved by the Board of Directors to ensure that donors do not intend to seek, nor expect to receive, any form of reward. 3. All donations or sponsorships will be recorded by the Secretariat and the record will be open for inspection by any INSHPO member organisation. The register will be subject to appropriate auditing procedures and any financial donation or sponsorship shall be shown in the INSHPO accounts. 4. The Board of Directors when approving any such donation or sponsorship will take into account the Conflict of Interest guidelines and will reviewed on a case by case basis.

REFERENCE DOCUMENTS	
	Record of Donations and Sponsorships

CHANGE HISTORY		
Approval Date	Change details	Rationale

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DOCUMENT INFORMATION			
SOP #	18-019 Annual Financial Review		
Version No	1.1	Approved by	Board of Directors
Effective Date	June 4, 2023	Approval Date	June 4, 2023
Date of Last Review	June 4, 2023	Owner/Responsibility	Secretary Treasurer

PURPOSE
To define the process for the annual financial review.

DEFINITIONS	
Financial Review	A review process to examine the financial records of INSHPO to ensure the company's system of internal controls and compliance with any regulations, laws, or INSHPO policy statements.

APPLICABILITY
INSHPO Operations

PROCEDURE
<ol style="list-style-type: none"> 1. The Secretary-Treasurer shall through the Executive Council conduct a review of the finances at least twice per year /recorded by the Secretariat. 2. The Secretary-Treasurer shall ensure annual financial statements are prepared. 3. The financial statement shall be reported as part of the Annual Report to the Board of Directors.

REFERENCE DOCUMENTS	
	Annual Report (Financial Statement)

CHANGE HISTORY		
Approval Date	Change details	Rationale
June 4, 2023	Modified wording to twice yearly as that is current practice	Policy update to align with meeting cycle.

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DOCUMENT INFORMATION			
SOP #	18-020 Budget		
Version No	1.1	Approved by	Board of Directors
Effective Date	June 4, 2023	Approval Date	June 4, 2023
Date of Last Review	June 4, 2023	Owner/Responsibility	Secretary-Treasurer

PURPOSE
To define the procedure for annual budget approval and reporting.

DEFINITIONS	
Budget	A forecast of revenue and expenditures for a set period.

APPLICABILITY
INSHPO Operations

PROCEDURE
<ol style="list-style-type: none"> 1. Each year, a budget shall be prepared by the Secretary-Treasurer for all INSHPO prior to the start of the new financial year (January 1). 2. The budget shall be approved by the Board of Directors or Executive Council, when delegated by the board, prior to the start of the new financial year (January 1). 3. The budget, when approved by the Executive Council, shall be published to all INSHPO members with the Executive Council minutes. 4. The budget and actuals to date shall be reviewed and discussed at each meeting of the Executive Council. 5. The financial statement shall be reviewed at every Annual Business Meeting.

REFERENCE DOCUMENTS	
	Budget

CHANGE HISTORY		
Approval Date	Change details	Rationale
June 4, 2023	Updated to reflect delegation to EC by the Board	To align with common practice.

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DOCUMENT INFORMATION			
SOP #	18-021 Expenses		
Version No	1.0	Approved by	Board of Directors
Effective Date	April 2, 2019	Approval Date	April 2, 2019
Date of Last Review	June 4, 2023	Owner/Responsibility	Executive Council

PURPOSE
To define acceptable expenses that may be submitted for reimbursement and the approval process.

DEFINITIONS	
Expenses	Amounts of money spent in the course of INSHPO business which will be paid back to you afterwards.

APPLICABILITY
All INSHPO representatives. The Secretariat is excluded from this policy as any reimbursable disbursements or expenses shall be defined within the Secretariat contract.

PROCEDURE
<ol style="list-style-type: none"> 1. Normally, INSHPO representatives shall not receive reimbursement from INSHPO for any funds expended in relation to INSHPO activities. It is expected that the member representative's home organisation will support their respective representatives for any expense incurred. 2. There may be special circumstances where a representative of INSHPO is expected to be involved on INSHPO's behalf and this representation is above and beyond what could reasonably be expected to be covered by the respective member organisation. In these circumstances the Executive Council may decide in advance of the expense occurring, to approve funding for the representative. 3. The Executive Council may only approve the most economical method of travel. 4. In these cases, reimbursement shall be made only with appropriate documentation and receipts submitted to INSHPO.

REFERENCE DOCUMENTS
Expense Request Submission Form

CHANGE HISTORY		
Approval Date	Change details	Rationale

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DOCUMENT INFORMATION			
SOP #	18-022 Interns		
Version No	1.0	Approved by	Board of Directors
Effective Date	July 1, 2022	Approval Date	April 9, 2022
Date of Last Review	June 4, 2023	Owner/Responsibility	Executive Council

PURPOSE
To define the process for the management of Interns serving on the INSHPO Board of Directors

DEFINITIONS	
Intern	An individual who is a current member of an INSHPO member association who has through the submission of an application, supported by their association, has been selected to serve as an intern for a two year term.

APPLICABILITY
All INSHPO representatives.

PROCEDURE
<ol style="list-style-type: none"> 1. Each internship will be for a 24-month period beginning in January of the first year and ending in December of the second year. 2. Each INSHPO member association would be provided with an opportunity for their members to apply detailing, their career status (where they are now), career goal, (where they want to be), their skills, knowledge & experiences, strengths and weaknesses, 3. There will be one (1) internship available each year. 4. Applications will open in July and close at the end of August every year starting in 2022. 5. Internship applications will be reviewed by the Executive Council (EC) of INSHPO (or a subcommittee) at their September meeting and endorsed by the full board at its interim annual board meeting, usually held in October of each year. 6. Successful applications will be notified during November and will attend their first meeting of the EC in January. 7. Interns will be provided with a seat at the INSHPO Board table, with no voting rights. 8. Interns will be a resource for INSHPO in undertaking project-based work. 9. INSHPO will pay the member association an annual sum (\$USD 5000.00) to enable the intern to attend its two (2) biannual board meetings. Payments will be made in two lump sums once there has been confirmation that each of the biannual board meetings is occurring in a face-to-face manner. 10. If a Biannual Board Meeting is held in an online format, then no payment will be made 11. INSHPO will not be making any other payments to the member association or individuals other than the \$USD 5000.00 annual amount. 12. Member associations could use the payment to cover travel, accommodation, and meals where these are not part of the normal INSHPO hospitality. 13. The member association will be responsible for all relevant insurance

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Intern Eligibility

- Be a fully paid up (full) member of their association.
- Their association MUST have been a member of INSHPO for 2 years.
- Applicants must be an accredited/certified member of their association.
- Applicants must be able to make a commitment to the internship of 24 months and be willing to travel to event locations (twice a year) generally two meetings per annum.
- The intern's application must be supported by a "Letter of Support" from their member association.
- If for whatever reason the successful applicant is unable to complete their term, they cannot be replaced by another applicant.
- Any person who is successfully selected to be an intern for the two-year period will be eligible to apply again for future internships that may become available.

Intern Deliverables

- Report to the Executive Council of the INSHPO Board
- Attend the 12 Executive Council Meetings (held online once a month for one hour) in addition to the two Board meetings.
- Make serious commitment to participate actively in INSHPO and offer to take on special assignments. The work of the intern is to benefit the activities of INSHPO, not the individual member association that the intern is a member.
- Contribute a maximum of 4 hours per month in addition to the time commitment associated with the 2 Board meetings
- Interns will be a resource and contribute to assigned projects during their terms. Tasks may include.
 - Researching information to contribute to the project they are assigned to
 - Collation of information related to projects
 - Communication of outcomes from task assignment and research findings to project team members
 - Completion of any project assigned to them by the Executive Council
 - Help to identify where INSHPO Standard Operating Procedures can be enhanced
 - Report on work completed / not completed at the monthly EC meeting
 - Write a Board Intern Perspective for INSHPO annually.

Intern Behavioural Expectations

- To be able to exercise confidentiality about Board matters and member matters.
- To work well with people individually and in a group by being considerate, trustworthy and collaborative.
- Ability to listen with understanding within group discussions and face to face.
- To think analytically and creatively depending on the situation.
- Be keenly interested in improving your work experience to assist INSHPO to develop and support its members.
- The ability to inspire others through your passion and goodwill for the Health and Safety Profession.
- To earn and retain the respect of board members, INSHPO members and other stakeholders.

REFERENCE DOCUMENTS

	Call for intern applications
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CHANGE HISTORY		
Approval Date	Change details	Rationale