About INHED

The Irish Network of Health Professionals is a voluntary group of health professionals, who work collegially to develop and maintain an education and research network across the island of Ireland. The organisation delivers the following activities and services:

1. An annual scientific meeting (ASM) in February/March each year of 1 ½ –2 days duration. The ASM typically includes 3 external keynote speakers, teaching and research skills workshops, masterclasses, research and educational presentations and seminars dedicated to student and patient issues. It represents an important CPD and networking opportunity for a broad range of health professional educators in Ireland.

2. A competitive grant scheme to support educational research in the health professions and when sufficient funds are present, to support / help professional educators in their career progression. The scheme uses a robust review mechanism to ensure fairness in decisions and has led to some important and excellent research and development work in the years since the research grant scheme was established.

3. Communication Skills and Interprofessional Education Special Interest Groups (SiGs) have been established each with their own leadership structures. The SiGs report annually to the co-chairs and the board.

4. An INHED website that provides information about the ASM, the research grant application process and dedicated pages for Special Interest Groups.

5. An INHED messaging system, (MailChimp) that keeps the de facto INHED membership aware of upcoming educational events and opportunities.

Governance

INHED uses a simple board structure whereby 12 health professionals from a variety of professions collaborate in running the organisation, setting strategic targets and contributing to the workload of delivering on its goals. The board is currently led by a single chairperson but will in future be led by two or more co-chairpersons. The board meets 2 to 3 times a year including an AGM with an open invitation for attendance.

The board has committed itself to change to a company limited by guarantee (CLG) and, in keeping with the normal constitutions of the CLG, there needs to be a change of leadership derived from members of the board. In a normal CLG there will also be a membership who need to be consulted about any major decisions such as change of leadership. In INHED's case this does not apply because there is no formal membership. Rather, there is a mailing list of people who have consented to receive messages from INHED.

Change of leadership

INHED is embarking on a change of leadership process. The current chair is stepping down to facilitate a timely succession planning process. INHED would welcome expressions of interest in leading INHED as a solo chair or as an equal co-chairperson. The incoming chair/ co-chairpersons will lead the INHED board for a period of two years, whereupon they will need to step down or reapply in line with CLG constitutional rules. The specifications for the chair/ co-chair roles are outlined overleaf.

INHED CHAIR/CO-CHAIR OF THE BOARD: ROLE SPECIFICATION

1. During their two year tenure the INHED chair/co-chairs will lead and facilitate INHED board meetings and the AGM, set the agenda for board meetings/AGM, and approve the minutes.

   a. The INHED chair/co-chairs will be responsible for drafting an annual report that is presented to the board and to the de facto INHED membership at the AGM.

   b. The INHED chair/co-chairs will review and approve the annual financial report prepared by the INHED administrator.

2. The INHED chair/co-chairs will work with the INHED Annual Scientific Meeting (ASM) organising committee in the host institution for 4-6 months prior to the conference each year.

   a. The key role of the chair/co-chairs when working with the ASM organising committees is to act as a liaison between the organising committee in the host institution and the INHED organisation itself.

   b. The INHED chair/co-chairs may take on additional ASM roles such as recruiting keynote external speakers and managing communication with them, as required.

   c. The INHED chair/co-chairs will contribute to the opening and closing ceremonies of the ASM conference when speaking on behalf of INHED to thank the host institution, communicate INHED news and present conference prizes.

3. The INHED chair/co-chairs will support and monitor the activities of important INHED subgroups such as the Educational Research Group and Special Interest Groups.

   a. The INHED chair/co-chairs act as a point of contact and accountability for board subgroups and special interest groups.

   b. The INHED chair/co-chairs validate important decisions of the groups of the INHED board such as the search grant adjudications of the INHED research group.

   c. The INHED chair/co-chairs support and validate important decisions of INHED subgroups such as planning and implementation of occasional CPD events.

4. The INHED chair/co-chairs will meet from time to time with key stakeholders e.g. the Medical Council to represent INHED's interests.

5. The INHED chair/co-chairs will supervise the work and workload of the INHED administrator. From time to time the chair/co-chairs addressing incoming queries, suggestions, and requests that the INHED administrator cannot deal with on his/her own.

6. The INHED chair/co-chairs will approve requests to advertise events and opportunities via the INHED MailChimp system.

7. The INHED chair/co-chairs will lead the creation and implementation of strategy for the organization, creating the first draft of an INHED strategy document for subsequent amendment and validation by the INHED board.

Workload for INHED Co-chairs

Major Commitments	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ASM in Feb March each year	🟩	🟩	🟩							🟩	🟩	🟩

The busier periods for the INHED chair/co-chairs is always likely to be during the months leading up to the annual scientific meeting (shaded in green). This workload is likely to be very manageable as much of it is done by the local organising committee and by the INHED administrator.