

**Role Descriptor: Fellows Co-ordinating Committee Member**

**Reporting To: Professional Nursing Committee**

**Basis:** In accordance with the RCN Election Policy and Processes, members of the Fellows Co-ordinating Committee, and the Convenor of Fellows who chairs the committee, are elected for four-year terms from among the community of Fellows. Half of the committee refreshes every two years.

**Time commitment (including meetings):** The estimated time commitment for Fellows Co-ordinating Committee Members is approximately 4 days per year on average. This includes formal planned and ad hoc meetings, attending events, reading papers and engaging with members.

The Fellows Co-ordinating Committee meets at least three times per year, normally online, with occasional in-person meetings, with a hybrid option, at RCN HQ Cavendish Square and online. Ad hoc meetings of the Fellows Co-ordinating Committee may be required between planned meetings for timely discussion and/or urgent decision making.

The Convenor of the Fellows is also an ex-officio member of the Awards Committee, which meets at least twice a year either online or in person. The Convenor of the Fellows is expected to attend Congress. Therefore, the additional work for the Convenor of the Fellows is approximately 8 days per year.

**Expenses:** Members of the Fellows Co-ordinating Committee may reclaim travelling and similar expenses that are in accordance with the RCN Expenses Policy.

**Eligibility:** The eligibility requirements applicable to Fellows Co-ordinating Committee members are set out in the RCN Elections Policy and Processes document.

**Purpose of the role**

The Fellows Co-ordinating Committee, chaired by the Fellow of the Convenors, works to facilitate the continuing involvement and engagement of the community of Fellows in the work of the Royal College of Nursing and to support the development and evaluation of the professional agenda of the College.

The Fellows Co-ordinating Committee aims to involve RCN Fellows in order to examine and help inform the College position on long term issues relating to the strategic role of the College and to the development of organisational systems, policies and procedures that are designed to purposefully and effectively promote the science and art of nursing

Committee members have a general duty to work with other committees, Boards and regions where applicable.

Fellows Co-ordinating Committee members should not involve themselves in the day-to-day operations of the RCN, but may, from time to time, work with RCN staff members to achieve results. When representing the RCN in a public space in their capacity as a Fellows Co-ordinating Committee member, these members should ensure that their actions do not bring the RCN and profession into disrepute, and they should take care not to take public positions contrary to those of the RCN.

Key responsibilities of the role include:

- Working in unison with the Chief Nurse to exploring opportunities for Fellows to contribute to the work of the RCN Institute of Nursing Excellence.
- Proactively engaging with members, the public and other stakeholders to promote the work and activities of the Fellows.
- Ensuring that the voices of the Fellows are heard in the development of RCN policy and strategy.
- Organising activities for and by the community of Fellows, including at least one full in person meeting each year at HQ and overseeing the arrangements for the annual Fellows dinner.
- Fostering links between the Fellows and RCN forums and any other groups as appropriate.
- Supporting and mentoring new Fellows.
- Contributing to RCN Congress, including the Learning and Wellbeing Programme and arrangements for awarding new Fellowships.
- In exceptional circumstances, recommending the removal of a Fellow to Council.
- Demonstrating a strong commitment to equity, diversity and inclusion (EDI).
- Committing to undertaking and maintaining all essential/mandatory training such as GDPR.
- Upholding the values, decisions and policies of the RCN, acting with integrity and committing to the highest standards of behaviour as set out in the RCN Respect Charter and Code of Conduct.
- Acting as an advocate and ambassador for the RCN and nursing among members, the wider public and a broad range of stakeholder organisations, including formally representing the College at stakeholder

and other events and meetings which are held in furtherance of the RCN's strategic aims.

- Bringing impartiality and objectivity to meetings and decision-making, as well as contributing to the creation and maintenance of an inclusive and open culture.
- Maintaining up-to-date declaration of interests for publication on the website.
- Attending Fellows Co-ordinating Committee meetings as scheduled, reading meeting papers in advance, being actively engaged in meetings, and participating constructively in debates.
- Adhering to the RCN's requirement to use your RCN.reps email account (where applicable) and keeping up to date with emails.

**Person specification:**

Fellows Co-ordinating Committee members should be able to demonstrate the following skills, knowledge and values.

1. expert professional knowledge on nursing and health issues and the development and implementation of quality standards for nursing practice.
2. an understanding of and commitment to the RCN, its purpose and its work and its role as a Trade Union and a professional membership body and Royal College.
3. an understanding of the challenges and issues currently faced by nursing and health care nationally and internationally.
4. an active commitment to the RCN Respect Charter, EDI and the Nolan Principles.
5. an awareness of the importance of evidence and nursing research and its application to nursing practice.
6. a willingness and ability to devote the necessary time and effort.
7. a readiness to take and be accountable for decisions.
8. integrity and commitment to act in the best interests of the RCN without regard to your personal interest or benefit
9. objectivity, fairness, independence of mind, integrity, wisdom, discretion and good judgement.

**10. the ability to give direct and honest opinions and add value to decision making by offering different perspectives and constructive suggestions.**