

Role Descriptor: Forum Chairs Group Member

Reporting To: Professional Nursing Committee

Basis: The RCN's Elections Policy and Process does not apply to the Forum Chairs Group as membership is by virtue of having been elected Chair of one of the RCN's forums. Forum Chairs will cease to be a member of the Forum Chairs Group when their term of office as an RCN Forum Chair comes to an end.

Time commitment (including meetings): The estimated time commitment for Forum Chairs Group members is less than one day per month on average. This includes formal planned and ad hoc meetings, attending events, reading papers and engaging with members.

The Forum Chairs Group meets at least 4 times a year. Two meetings per year are hybrid, held at RCN HQ Cavendish Square and online. Other meetings are held online only. Special ad hoc meetings of the Forum Chairs Group may be called if the business of the Forum Chairs Group is of such urgency that it cannot wait until the next meeting.

The Chair of the Forum Chairs Group will also be invited to report to the Professional Nursing Committee twice a year on the work of the forums.

Expenses: Forum Chairs Group members may reclaim travelling and similar expenses that are in accordance with the RCN Expenses Policy.

Eligibility: The eligibility requirements applicable to the Forum Chairs Group are set out in the RCN Elections Policy and Process document.

Purpose of the role

Forum Chairs Group members fulfil a vital role in promoting the role and value of forums within the RCN, ensuring their voice is heard across the organisation and at Congress.

In accordance with its terms of reference, the Forum Chairs Group aims to influence the strategic direction of the RCN and help ensure that its priorities reflect the needs of forum members.

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

Forum Chairs Group 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 Forum Chair, Forum Chairs Group 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 collaboratively with other Forum Chairs. This includes:
 - showcasing work and generating ideas, sharing best practice between forums and creating opportunities for joint work.
 - representing the views of forum members to ensure that their voice is heard in the development of RCN policy and strategy.
 - working together and with other parts of the College as appropriate to inform development of RCN policy and practice.
 - being consulted on the development of forum related strategies.
 - Identifying those priority issues on which the forums can work together to influence and shape content and to support the development of RCN policy and approach to professional issues.
 - Working together to promote the work of forums and encourage all RCN members to take an active role in forum work.
 - Engaging in ad hoc project work where required.
- Participating in mandatory training, including GDPR, before gaining access to direct member communication channels via the Member Communications Centre (MCC).
- Demonstrating a strong commitment to equity, diversity and inclusion (EDI).
- 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.
- 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 Forum Chairs Group 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:

All Forum Chairs Group 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 in their area of specialism.
2. an understanding of and commitment to the RCN, its purpose, its work and its role as a Trade Union and a professional membership body and Royal College.
3. an active commitment to the RCN Respect Charter, EDI and the Nolan Principles.
4. an awareness of the importance of evidence and nursing research and its application to nursing practice in their specialist area.
5. a willingness and ability to work with other forum chairs and devote the necessary time and effort.
6. a readiness to take and be accountable for decisions.
7. integrity and commitment to act in the best interests of the RCN without regard to your personal interest or benefit.
8. objectivity, fairness, independence of mind, integrity, wisdom, discretion and good judgement.
9. the ability to give direct and honest opinions and add value to decision making by offering different perspectives and constructive suggestions.