

Role Descriptor: Forums Co-ordinating Committee Member

Reporting To: Professional Nursing Committee

Basis: In accordance with the RCN Elections Policy and Process, the term of office for the RCN Fellow on the Forums Co-ordinating Committee is four years. The terms of office of ex-officio members of the Group will follow the individual member's elected term of office for their substantive Committee.

Time commitment (including meetings): The estimated time commitment for Forums Co-ordinating Committee 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 Forums Co-ordinating Committee meets at least 4 times per year, alternating between hybrid meetings at RCN HQ Cavendish Square and online. Ad hoc meetings of the Forums Co-ordinating Committee may be required between planned meetings for timely discussion and/or urgent decision making.

The Chair of the Forums Co-ordinating Committee will also be invited to report to the Professional Nursing Committee twice a year on the work of the Group.

Expenses: Forums Co-ordinating Committee members may reclaim travelling and similar expenses that are in accordance with the RCN Expenses Policy.

Eligibility: The eligibility requirements applicable to the Forums Co-ordinating Committee are set out in the RCN Elections Policy and Process document.

Purpose of the role

Forums Co-ordinating Committee members fulfil a vital role in ensuring that good governance practice is observed by the RCN's UK professional forums and that the work of the forums reflects the strategic objectives and priorities of the RCN.

The Forums Co-ordinating Committee reports to RCN Council through the Professional Nursing Committee, ensuring that the priorities and concerns of forum members are reflected in the decision-making process of the RCN Professional Nursing Committee.

In accordance with its terms of reference, the Forums Co-ordinating Committee aims to:

- Co-ordinate the work of the UK professional forums.
- Ensure that the work of the UK professional forums reflects the strategic objectives and priorities of the RCN.

- Ensure that good governance, financial processes and practices are adhered to by the UK professional forums.
- Ensure any identified risks in relation to the work of the UK professional forums are escalated to the Professional Nursing Committee.
- monitor and evaluate the performance of individual UK professional forums to ensure they are complying with governance and financial best practice guidance and delivering their annual reports and make recommendations to the RCN Professional Nursing Committee on any area within its remit where action or improvement is needed.

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

Forums 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 Forums Co-ordinating Committee member, Forums Co-ordinating Committee 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:

- Assessing and fairly allocating RCN funds to UK professional forum projects in accordance with set criteria.
- Ensuring that projects allocated RCN funds are managed and delivered in accordance with the approved brief and to agreed timescales.
- Agreeing the allocation of UK professional forum events in conjunction with the RCN Events Team.
- Agreeing the annual allocation of funded voting places at Congress for forum members.
- Promoting the work of the UK Forums.
- Advising and making recommendations to the Professional Nursing Committee on matters relating to the UK professional forums such as the establishment or disestablishment of a forum or a forum name change.
- Monitoring the performance of individual UK professional forums.
- Being consulted on the development of RCN policy and strategy relating to the UK professional forums.
- 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 Forums 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:

All Forums 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, 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.
5. a willingness and ability to 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.