

Role Descriptor: Agenda Committee Member

Title: Agenda Committee Member

Reporting To: Council

Basis: In accordance with RCN Elections Policy and Processes, Agenda Committee Members are elected for two year term of office.

Time commitment (including meetings): The estimated time commitment for Agenda Committee Members is a minimum of 18 days per year. This includes formal planned and ad hoc meetings.

The Agenda Committee meets at least 4 times per year outside of Congress in person, hybrid or online. The majority of in person meetings are held at RCN HQ Cavendish Square, London), but the Agenda Committee also meets twice daily at Congress. Agenda Committee members are expected to attend Congress each year.

Expenses: Committee members may reclaim all travelling and similar expenses, in line with the RCN expenses policy.

Eligibility: An Agenda Committee member must have registered for and attended Congress in at least two of the last four years it has been held and must be a fully paid-up member in the Nurse, Nursing Support Worker or Student membership categories. They must also adhere to any other relevant eligibility requirements set out in the RCN Elections Policy and Processes document.

Purpose of the role:

Agenda Committee Members fulfil a vital role in ensuring the Committee achieves its objectives, as determined by its terms of reference. Under the leadership of the Chair of Congress, who also chairs the Agenda Committee, Agenda Committee Members have a collective duty to be responsible and accountable to Council in fulfilling their delegated duties.

The Agenda Committee aims to:

- Oversee the planning and organisation of the whole of Congress working with the Executive Team and the staff Project Board.
- Provide advice to members regarding the business of Congress.
- Work in partnership with Council on the development and changing nature of Congress.

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

Agenda 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 an Agenda Committee Member, Agenda 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:

- Reviewing agenda items (resolutions and matters for discussion) from the submitting entities, combining or redrafting submissions (subject to the agreement of the submitting entities) and recommending to Council the agenda items for debate during Congress.
- Reviewing the progress of business during Congress including advising members on timings of agenda items, feeding back to members who have made submissions, managing the speaker queue and questions from the hall and providing guidance on Congress policies and procedures.
- Acting as an advocate and ambassador for the RCN and nursing among members, the wider public and a broad range of stakeholder organisations.
- Accepting collective responsibility for the decisions reached by the Agenda Committee, including advice and recommendations to Council.
- Engaging with members and ensuring that their feedback is taken into consideration during Agenda Committee discussions in the interests of furthering RCN Congress for the membership as a whole.
- Attending Agenda Committee meetings as set out in the calendar of meetings, reading meeting papers in advance, being actively engaged in meetings, and participating constructively in developing the overall programme for Congress.
- Adhering to the RCN's requirement to use your RCN.reps email account (where applicable) and keeping up to date with emails.
- Committing to induction and learning and development opportunities in order to perform effectively as an individual and as part of Agenda Committee. This includes undertaking and maintaining all essential/mandatory training such as GDPR.
- Bringing impartiality and objectivity to meetings and decision-making, and contributing to the creation and maintenance of an inclusive and open culture.

- Maintaining up-to-date declaration of interests for publication on the website
- Fostering and maintaining constructive working relationships with fellow members of Agenda Committee, Chair of Congress, Vice-Chair of Congress, and the staff leads to ensure that roles are understood and responsibilities are met.
- 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.
- Demonstrating a strong commitment to equity, diversity and inclusion (EDI).
- Undertaking other specific activities on behalf of the RCN as discussed and agreed with the Chair of Congress and the Executive Lead.

Person specification:

All Agenda Committee Members must be able to demonstrate the following skills, knowledge and values.

1. a sound understanding of nursing and health issues across the UK and internationally.
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.
3. an active commitment to the RCN Respect Charter, EDI and the Nolan Principles.
4. knowledge and understanding of the principles and practicalities of effective governance in a large organisation.
5. a willingness and ability to devote the necessary time and effort and to learn the policies and processes related to Congress.
6. a readiness to take and be accountable for decisions.
7. understanding of governance, management and leadership.
8. integrity and commitment to act in the best interests of the RCN without regard to 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.