

Role Descriptor: UK Representatives Committee Member (applies to UK Health and Safety Representative Committee, UK Learning Representative Committee, UK Stewards Committee members)

Reporting To: Trade Union Committee

Basis: In accordance with the RCN Elections Policy and Processes, UK Representatives Committee Members are elected for four-year terms and half of the members refresh every two years.

Time commitment (including meetings): The estimated time commitment for UK Representatives Committee Members is approximately 1-2 per month on average, including some regional activity such as attending the regional or country board from time to time. This includes formal planned and ad hoc meetings, attending events, reading papers and engaging with members.

The UK Representative Committees each meet at least 3 times per year, alternating between hybrid meetings at RCN HQ Cavendish Square and online. UK Representatives Committee members are also expected, and are funded, to attend the annual RCN Congress as well as two UK Joint Reps Conferences held each year, at which the three committees meet together. Ad hoc meetings of UK Representatives Committees may be required between planned meetings for timely discussion and/or urgent decision making.

The Chairs of the three UK Representatives Committees attend Joint Reps Planning Conference Planning Group meetings.

Expenses: Members of the UK Representatives Committees may reclaim travelling and similar expenses that are in accordance with the RCN Expenses Policy.

Eligibility: The eligibility requirements applicable to the UK Representative Committees are set out in the RCN Elections Policy and Processes document.

Purpose of the role

The main function of the UK Stewards Committee, UK Health and Safety representatives Committee and the UK Learning Representatives Committee (known collectively as the UK Representative Committees) is to represent, support and promote members who undertake the role in these activities ensuring that they have a voice at UK level.

UK Representative Committee members act in a representative capacity. They must be accredited representatives themselves and they champion the views of members, acting as a communication conduit for information exchanges between representatives and other activists, committees and RCN staff

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

UK Representative 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 UK Representative 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:

- Promoting membership of and engagement with the RCN and ensuring the voices of accredited representatives are heard in the development of RCN policy and strategy.
- Liaising and communicating with the RCN representatives in the countries and regions and putting forward their views, ideas and concerns at committee meetings.
- Promoting the role of RCN accredited representatives in the countries and regions, supporting and encouraging their recruitment and retention and advising them and the Trade Union Committee on matters relating to their activity.
- Working closely with the Trade Union Committee and RCN boards on related activity and attending occasional country and regional board meetings as agreed with the board.
- Ensuring that accredited representatives in the countries and regions are embedded in the activities of the RCN at all levels, both local and national.
- Contributing to the UK Representative Committee's role in:
 - Advising on the development of the learning and development programmes for representatives.
 - Putting forward ideas for programmes for conferences for representatives.
 - Putting forward Congress agenda items.
- 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.

- Upholding the decisions made by the UK Representative Committee and undertaking specific activity on behalf of the RCN including speaking at or chairing the Joint Reps Conferences.
- 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 the RCN's annual Congress and sharing voting responsibilities on behalf of the UK Representative Committee.
- Attending UK Representative Committee meetings as set out in the calendar of meetings, 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 and keeping up to date with emails.
- Attending the joint meetings of the three representative committees which take place twice a year and other General Meetings, as required.
- Attending UK Representatives' conferences, which take place twice a year.
- Committing to induction and learning and development opportunities in order to perform effectively as an individual and as part of the UK Representative Committees. This includes undertaking and maintaining all essential/mandatory training such as GDPR.

Person specification:

All UK Representative Committee members, must be accredited representatives and should be able to demonstrate the following skills, knowledge and values.

1. a sound understanding of issues affecting representatives in their country/region and the wider UK and an understanding of nursing and health issues across the UK.

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 active commitment to the RCN Respect Charter, EDI and the Nolan Principles.
4. the ability to listen to and advocate for representatives in the relevant region or country.
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.