

Role Descriptor: RCN Group Equity, Diversity and Inclusion (EDI) Committee Chair

Title: RCN Group EDI Committee Chair

Reporting To: RCN Council, RCNi Board of Directors and RCN Foundation Board of Trustees

Basis: The Chair is appointed for a two-year term. Any individual occupying the role of Chair shall be eligible for re-election in accordance with the *RCN Regulation on Terms of Office*.

Time commitment (including meetings): The estimated time commitment for the RCN EDI Committee Chair is a minimum of 16 days per year. This includes formal planned and ad hoc meetings, reading papers, contributing to RCN policy and RCN position statements.

The RCN Group Equity, Diversity and Inclusion Committee meets at least 6 times per year, in person, hybrid or online. The majority of these meetings are at RCN HQ Cavendish Square, London. Ad hoc meetings of the RCN Group Equity, Diversity and Inclusion Committee may be required between planned meetings for timely discussion and/or decision making.

Expenses: The EDI Committee Chair may reclaim all travelling and similar expenses in line with the RCN expenses policy.

Eligibility: The eligibility requirements are based on a set criteria informed by the role descriptor. The Chair of the EDI Committee is appointed in accordance with the RCN Appointments Policy and Processes document.

Purpose of the EDI Committee:

The purpose of the RCN EDI Committee is to provide advice, leadership and oversight to the development, implementation and delivery of the RCN Group EDI strategy.

In accordance with its terms of reference, the RCN Group EDI Committee aims to:

- agree with the RCN Group the overall goals, objectives, and priorities that the programme will deliver (programme scope).
- provide direction and advice on the development, implementation and delivery of the RCN Group EDI Strategy.
- critically assess outcomes and associated delivery plans to ensure that they represent best-in class thinking and activity in relation to EDI, achieve objectives and deliver outcomes.

Key responsibilities:

The RCN Group EDI Committee Chair fulfils a vital role in leading the committee to ensure it achieves its objectives, as set out in its terms of reference. In conjunction with the RCN Group EDI Committee members, the RCN Group EDI Committee Chair has responsibility for:

- Providing advice, leadership and oversight to the development, implementation and delivery of the RCN Group Equity, Diversity and Inclusion (EDI) strategy.
- Continually appraising, prioritising and aligning activities in relation to EDI to ensure they represent best-in class thinking and agreed benefits are realised.
- Being a sounding board for staff on EDI matters where the member has particular expertise or experience.
- Acting as an advocate and ambassador for the RCN Group 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.
- Attending RCN Group Equity, Diversity and Inclusion Committee meetings as set out in the calendar of meetings, reading meeting papers in advance and participating constructively in debates about matters concerning the nursing profession in the four countries.
- Contributing to strategic thinking and policy development.
- Upholding the values, decisions and policies of the RCN Group, acting with integrity and committing to the highest standards of behaviour as set out in the RCN Respect Charter and Code of Conduct.
- Committing to induction and learning and development opportunities in order to perform effectively as an individual and as part of the RCN Group Equity, Diversity and Inclusion Committee.
- Demonstrating a strong commitment to equity, diversity and inclusion (EDI) and leading by example.
- Undertaking other specific activities on behalf of the RCN as discussed and agreed with the Chair of Council and the Chief Executive & General Secretary. This could include but is not limited to:
 - Sitting on Member Resolution Panels
 - Advising other committees on areas of expertise

Purpose of the role:

In addition, the EDI Committee Chair has a governance leadership role in upholding the vision and purpose of the RCN. The purpose of this role is to:

- Chair all the meetings of the committee, ensuring they are run in a timely manner, are effective and achieve a balance between timekeeping and space for discussions, and that key decisions are made in line with RCN procedures.
- Be responsible for the areas set out in the committee's terms of reference and ensure that the work of the committee is consistent with its agreed remit and decisions taken within its authorised powers.
- Contribute to the creation and maintenance of an inclusive and open culture, ensuring that every Committee member is given an opportunity to contribute and that Committee discussions are fair and balanced.
- Ensure that decisions represent the collective views of the committee or in exceptional circumstances when consensus cannot be reached, a majority view.
- Have a second or casting vote in the event of an equality of voting.
- Work with the Governance Adviser to plan agendas for meetings, ensure that actions are followed through and check all minutes and other outputs from the committee to ensure they are an accurate reflection of the discussions, actions and decisions taken.
- Be responsible to members for the decisions the committee makes and the actions it takes, ensuring that the decisions taken are in accordance with the Scheme of Delegation and properly informed by members' views and to be a stabilising influence at moments of difficulty.
- In conjunction with the Chief People Officer, ensure the effective reporting of the committee's activities to its parent body including making, where appropriate, recommendations for action and to ensure that the parent body is informed of any issues/concerns.
- Foster and maintain constructive working relationships with fellow members of the committee and key members of staff including the RCN's Chief People Officer to ensure that roles are understood, responsibilities are met and that decisions taken by the committee are implemented.
- Undertake ad hoc work as the Chair of the committee such as attendance at other relevant meetings and events.

The RCN Group EDI Committee Chair 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 RCN Group Committee Chair, they 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.

Person specification:

The EDI Committee Chair should be able to demonstrate:

1. Demonstrable experience of successfully developing and implementing EDI strategies in a professional capacity in complex organisations.
2. An understanding of and commitment to ensuring effective governance of the RCN.
3. Strong leadership and the ability to command respect.
4. An ability to chair meetings and to support the committee to make effective decisions.
5. A commitment to ensuring effective member engagement.
6. Strong interpersonal skills and the ability to influence.
7. The ability to drive through change.
8. Commitment to the role of Chair of the committee.
9. An active commitment to RCN Respect Charter, promoting EDI and Nolan Principles.