

Role Descriptor: RCN Committee Vice-Chair

Title: RCN Committee Vice-Chair

Reporting To: As per the Committee terms of reference.

Basis: The Vice-Chair is elected for a two-year term from amongst the members of the Committee. Any individual occupying the role of Vice-Chair shall be eligible for re-election in accordance with the *RCN Elections Policy and Processes* and the *RCN Regulation on Terms of Office*.

Time commitment (including meetings): The estimated time commitment for the Vice-Chair will vary depending on the number of times the Committee meets in a calendar year, as set out in its terms of reference. For example, based on an average of four meetings per annum, the estimated time commitment for the Vice-Chair is one to two days per month, in addition to time spent fulfilling general Committee member duties. This includes formal planned and ad hoc meetings.

NB: In addition, Chairs of both the Professional Nursing and Trade Union Committees are also required to attend RCN Council meetings, Congress and the AGM. A Vice-Chair of either of these committees may be required to attend in their place from time to time. The RCN Council meets at least 5 times per year in person, hybrid or online. The majority of these meetings are at RCN HQ Cavendish Square, London), but Council also meets once a year at Congress and the AGM meeting is sometimes held outside of London.

NB: Vice-Chairs of other committees may be required to attend other meetings relevant to the work of that committee.

Ad hoc meetings of the Committee may be required between planned meetings for timely discussion and/or decision making.

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

Eligibility: The Vice-Chair must adhere to the relevant eligibility requirements set out in the RCN Election Policy and Processes document.

Purpose of the role

The Vice-Chair of an RCN Committee supports the Chair of an RCN Committee to ensure the Committee fulfils a vital role in leading the committee to ensure it achieves its objectives, as set out in its terms of reference.

Key responsibilities include:

- Working in collaboration with the Chair of the relevant Committee in the best interests of the RCN.

- Fostering and maintaining constructive working relationships with those who hold key governance positions within the RCN including members and staff to ensure that the work of the Committee is taken forward.
- As a member of the relevant Committee, helping to ensure that the Committee carries out its role and responsibilities in line with established policy and procedure.
- Undertaking ad hoc work as the Vice-Chair of the Committee such as attendance at other relevant meetings and events.
- Assisting the Chair of the relevant Committee in ensuring that the Committee is well-led, actions are followed through, and that work is fairly allocated to Committee members.
- Deputising for the Chair of the relevant Committee when required or in their absence by:
  - Chairing Committee meetings, ensuring that the Committee functions effectively and meets its objectives in a collaborative and timely manner.
  - When Chairing Committee meetings, working with the Governance Adviser to plan agendas for those meetings, ensuring that actions are followed through and checking all minutes and other outputs from the committee to ensure they are an accurate reflection of the discussions, actions and decisions taken.
  - Working in collaboration with the other members of the Committee and staff leads to ensure that the business of the Committee is well managed.
  - Being responsible to the parent body for the effective delivery of committee work, including attending meetings of the parent body to report on the progress of committee work.
  - Contributing 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.
  - Making decisions where applicable, as set out in the Scheme of Delegation and ensuring that Committee decisions represent the collective views of the Committee or in exceptional circumstances when consensus cannot be reached, a majority view.
  - Having a second or casting vote in the event of an equality of voting.

- Demonstrating a strong commitment to equity, diversity and inclusion (EDI) and leading by example.
- Acting in the best interests of the RCN to enhance its reputation as a respected trade union and professional body for nursing staff.
- Upholding the values, decisions and policies of the RCN and acting as a role model to members and to nursing more widely.

The Vice-Chair of an RCN Committee should not involve themselves in the day-to-day administration and 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 Vice-Chair of an RCN Committee, 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:

In addition to the requirements for a committee member, the Vice-Chair should be able to demonstrate:

1. An understanding of and commitment to ensuring effective governance of the RCN.
2. Strong leadership and the ability to command respect.
3. An ability to chair meetings and to support the committee to make effective decisions.
4. A commitment to ensuring effective member engagement.
5. Strong interpersonal skills and the ability to influence.
6. The ability to drive through change.
7. Commitment to the role of Vice-Chair of the committee.
8. An active commitment to RCN Respect Charter, promoting EDI and Nolan Principles.