

Terms of Reference: RCN Awards Committee

1. Name of Committee
 - 1.1 Awards Committee
2. Purpose
 - 2.1 The Awards Committee oversees the nominations and awards process for RCN Fellowships, Awards of Merit, and Representatives of the Year, Student Ambassador, Forum Achievement Awards, and any other award as agreed by RCN Council.
3. Delegated responsibilities
 - 3.1 The Committee makes recommendations annually to RCN Council for recipients of each of the awards outlined in Section 2.
 - 3.2 The Committee makes recommendations to RCN Council on significant changes to the awards criteria or the development of new awards.
4. Reporting and accountability
 - 4.1 The Awards Committee is responsible and accountable to RCN Council.
 - 4.2 Formal minutes of meetings will be kept and approved at subsequent meetings of the Awards Committee.
 - 4.3 The Awards Committee annually recommends to the RCN Council, for approval, awardees for the RCN awards outlined in Section 2.
 - 4.4 The Awards Committee recommends to the RCN Council, for approval, any decision including significant changes to award criteria, award processes and guidelines.
 - 4.5 Formal minutes of meetings of the Awards Committee will be included in RCN Council papers for information. Associated papers will be made available to RCN Council on request.

4.6 The Chair of the Awards Committee will deliver updates to the next RCN Council meeting following each of its meetings.

4.7 The Awards Committee may set up such sub-committees or other groups as it thinks fit to further its work.

5. Meetings and quorum

5.1 The Awards Committee will meet at least twice a year.

5.2 Special ad hoc meetings may also be called if the business of the Committee is of such urgency that it cannot wait until the next scheduled meeting.

5.3 The quorum for decision-making is half the Awards Committee.

5.4 The quorum for a decision made outside of a meeting via electronic means is at least half of the Awards Committee who must put their agreement in writing for the decision to be approved.

5.5 The rules and procedures in the RCN Policy and Process for Running Meetings apply to the Awards Committee.

6. Membership

6.1 There shall be nine members of the Awards Committee comprised as follows:

President of the RCN (Chair)

Deputy President of the RCN

Chair of the RCN Council

Vice-Chair of the RCN Council

Convenor of RCN Fellows

General Secretary and Chief Executive (or an Executive Team alternate*)

A nominated member of the Trade Union Committee

A nominated member of the Professional Nursing Committee

Chief Nursing Officer (or a Deputy Chief Nurse alternate*)

* Identified alternates will have voting rights.

7. Observers

7.1 Observers may attend meetings at the discretion of the Chair and the agreement of the Committee. Observers can speak and/or participate in the meeting only with the permission of, or at the request of, the Chair.

- 7.2 Individuals attending in observer status will receive those papers relating to the areas relevant to their observer role.
- 7.3 Observers will not usually attend private or confidential sessions of the Committee.
8. Election/appointment to the Committee
- 8.1 The following members are ex-officio:
- The President and Deputy President of the RCN
 - The Chair and Vice-Chair of the RCN Council
 - The Convenor of RCN Fellows
 - The General Secretary and Chief Executive
 - The Chief Nursing Officer
- 8.2 The representatives from the Trade Union Committee and Professional Nursing Committee will be nominated by their respective Committee Chairs.
9. Terms of office
- 9.1 Terms of office are determined by the members' substantive roles.
- 9.2 Members must stand down from the Awards Committee once they have completed their term for their substantive role.
10. Chair and Vice-Chair
- 10.1 The Awards Committee shall be chaired by the President.
- 10.2 The Deputy President shall serve as Vice-Chair of the Committee.
11. Staff support, advice and guidance
- 11.1 The staff lead will be the Executive Director of Governance.
- 11.2 Committee members and staff will work together positively and constructively, in line with the RCN's Respect Charter, to deliver the purposes of the Committee and within the RCN Governance Operating Framework.
- 11.3 In the unlikely event that key professional advice presented by staff is not accepted by the Awards Committee the advice and reasons for not accepting the professional advice will be fully documented in the minutes of the meeting. Should the responsible director/sponsor conclude this position poses a risk to the organisation and its members, the circumstances will be brought to the attention of the General Secretary and Chief Executive who will

assess the seriousness of the position and advise the Chair of Council accordingly. Should a resolved position not be reached the matter will be escalated to RCN Council for a determination on the way forward.

11.4 The Executive Director of Governance will ensure that Secretariat support is provided by the Governance Directorate.

12. Removal from the Awards Committee

12.1 An Awards Committee member will be removed from the Committee should they be removed from their substantive role.

These terms of reference will be reviewed every three years at a meeting of the Group Audit Committee but may be reviewed sooner if necessary. Any recommended changes will be subsequently approved by RCN Council.

They should be read in conjunction with the RCN Governance Operating Framework, the RCN Group Scheme of Delegation and other documents referred to above.

Version control:

Approved by RCN Council on 30 April 2025.

Approved by RCN Council on 26 October 2022.

Approved by RCN Council on 28 March 2023.

Approved by RCN Council on 18 April 2024.

Reviewed and updated on 2 March 2026 in light of changes arising from the RCN Office Holder Eligibility Regulations, which came into effect on 1 January 2026, and to ensure the harmonisation of language and policy titles across all Committee and Board terms of reference.