

RCN Boards – terms of reference

Role and delegated authority of the Board

Pursuant to Standing Order 23.1, the role of the Board is further described as follows:

- i. to be accountable for the development of RCN policy and contribute to RCN policy in [N Ireland/Scotland/Wales/England] within principles established by RCN Council
- ii. to be accountable for and ensure that priorities set by Council are actioned in that region or country
- iii. to liaise and communicate with members in that region or country and put forward their views, ideas and concerns
- iv. to be accountable for and ensure that region or country works in partnership with external stakeholders in line with the decisions of RCN Council
- v. to contribute that region or country's perspective to RCN strategy and planning
- vi. to be accountable for and monitor that region or country's performance against its annual operational plan and budget
- vii. to be accountable for and ensure that issues specific to that region or country that may have UK-wide implications are raised with RCN Council and/or its committees
- viii. to encourage, promote, facilitate and support the advancement of nursing in all its specialities within the region or country in line with RCN strategy and policy.

Membership of the Board

Members of the Board must be a member of the RCN as defined under Standing Order 5.2

There shall be no more than 15 members of the Board.

Members of the board (other than student members) must have been in continuous membership of the RCN for three years immediately prior to the close of nominations for the election in which they are elected

Membership of the Board shall comprise the Council member, Trade Union Committee member and the Professional Nursing Committee member for the country/region together with members elected using locally defined constraints applied at the voting stage in elections.

Elections to the Board

Elections to the Board will be conducted in accordance with Council's electoral procedure and regulations for elections and under the guidance of the RCN Returning Officer.

Elections will use the voting with constraints model, constraints being applied at the voting stage.

Term of office

The term of office of elected members of the Board shall be four years and members shall be eligible for re-election for one further term of office.

One half of the Board members shall retire every two years.

Each term of office is four years. The maximum no of terms a member can serve is set out in the Regulation on terms of office approved by Council in 2014.

The office of a member of the Board shall ipso facto be vacated in line with the provisions for Council members in the Charter, Standing Orders and regulations and if they cease to be a member of a branch in the country/region.

Mid-term (casual) vacancies

A vacancy on the Board caused by death, resignation or otherwise shall be filled in accordance with the process for filling casual vacancies agreed by Council in 2013.

Chair and officers of the Board

Pursuant to Standing Order 7.9, the Board will elect a chair and vice chair biennially from amongst the Board membership.

Meetings and quorum

Meetings of the Board shall take place a minimum of three times a year.

The quorum for each meeting shall be half the board or, if an odd number, rounded up.

Notices

Provisions under Standing Orders 26 to 30 apply to the sending of notices.

Any notice or document to be sent or supplied to Board members in connection with them taking decisions may be done in the manner in which they request - for example, by post or by electronic means.

Reporting to and from RCN Council and delegation

Council will provide a report to Boards of each of its meetings. The report will outline actions for Boards. Boards will report back to Council via its Council member.

Delegated authority to Boards will be via the agreed scheme of delegation.

Secretary of the Board

The Secretary to the Board shall be the Country or Regional Director.

They shall be appointed in accordance with the RCN's staff recruitment processes and in consultation with the Board Chair.

The Secretary to the Board shall ensure that minutes are kept of the meetings and decisions of the Board and its committees using the agreed templates for the purpose.

The Secretary to the Board shall be responsible for implementing or causing to be implemented the decisions and policies of the Board.

Removal from the Board

A Board member may be removed before the end of their term of office on the grounds that such a member of the Board has:

- a) exceeded their powers in a way that is detrimental to the RCN
- b) failed to discharge their duties
- c) acted in breach of the RCN's Dignity Charter
- d) acted in a manner likely to bring the RCN into disrepute

The policies and processes laid down by RCN Council in relation to disciplinary and competence matters will be followed in such circumstances.

Effective from 1 January 2018