



Terms of Reference: RCN Fellows Co-ordinating Committee

1. Name of Committee
 - 1.1. Fellows Co-ordinating Committee
2. Purpose
 - 2.1. The Fellows Co-ordinating Committee works to facilitate the continuing involvement and engagement of the community of Fellows in the work of the Royal College of Nursing.
3. Delegated responsibilities
 - 3.1. The role of Fellows Co-ordinating Committee, as delegated by the Professional Nursing Committee, is:
 - a) To organise activities for and by the community of Fellows, including at least one full in person meeting each year at HQ;
 - b) To discuss opportunities to contribute to the work of the College and act as a point of reference to enable the RCN to benefit from the experience and expertise of the community of Fellows.
 - c) To contribute to the Congress Education, Learning and Development Programme member working group;
 - d) To support the induction of new Fellows to the role through ensuring they are introduced to the Fellow's Convenor and Co-ordinating Committee and welcomed to meetings of the Fellows community;
 - e) To ensure the work and activities of the Fellows is promoted to RCN members, the public and other stakeholders;
 - f) To highlight open consultations and the opportunity for Fellows to respond;
 - g) To make recommendations and evidence to RCN Council to remove a Fellow, in line with the [Removal of Lifetime Award Policy](#).

4. Reporting and accountability
 - 4.1. The Fellows Co-ordinating Committee is responsible and accountable to Professional Nursing Committee.
 - 4.2. Formal minutes of meetings will be kept and approved at subsequent meetings of the Fellows Co-ordinating Committee.
 - 4.3. The deliberations of the Fellows Coordinating Committee shall be reported to Professional Nursing Committee by the Convenor and any feedback on those deliberations, or decisions taken shall be reported back to the Fellows Coordinating Committee.
 - 4.4. At the request of the Professional Nursing Committee, (PNC) the Convenor of the Fellows will attend a designated section of PNC meetings to deliver regular reports on the work of the Coordinating Committee, and the wider Fellows community, highlighting key issues requiring the attention of PNC
5. Meetings and quorum
 - 5.1. The Fellows Co-ordinating Committee will meet at least three times a year.
 - 5.2. Special ad hoc meetings may also be called if the business of the Fellows Co-ordinating Committee is of such urgency that it cannot wait until the next quarterly meeting.
 - 5.3. The quorum for decision-making is half the Fellows Co-ordinating Committee (3 people).
 - 5.4. The rules and procedures in the *RCN Policy and Process for Running Meetings* apply to the Fellows Co-ordinating Committee.
6. Membership
 - 6.1. There shall be a maximum of 5 members of the Fellows Co-ordinating Committee as follows:
 - Convenor of the Fellows (Chair)
 - 4 elected members
 - 6.2. Further eligibility requirements are set out in the *RCN Elections and Appointments Policy and Processes* and in the specific election procedure for each election which is held.

7. Observers

- 7.1. Observers may attend meetings at the discretion of the Chair. Observers can speak and/or participate in the meeting only with the permission of, or at the request of, the Chair.
- 7.2. There is an open invitation for the Chair of the Professional Nursing Committee to attend Committee meetings as an observer.
- 7.3. Individuals attending in observer status will receive those papers relating to the areas relevant to their observer role.
- 7.4. Observers will not usually attend private or confidential sessions of Fellows Co-ordinating Committee.

8. Election to the Fellows Co-ordinating Committee

- 8.1. Members of the Fellows Co-ordinating Committee are elected from the community of Fellows.
- 8.2. Elections to the committee will be conducted in accordance with the RCN's Elections and Appointments Policy and Processes, the RCN Office Holder Eligibility Regulations and the specific procedure for each election.
- 8.3. Half the Committee will be elected every two years.

9. Terms of office

- 9.1. Terms of office will be for a maximum of 4 consecutive years, for Fellow Co-ordinating Committee members and for the Convenor of the Fellows, except for casual vacancies which will be to the end of the vacant term.
- 9.2. The RCN Office Holder Eligibility Regulations shall apply in respect of serving more than one term.

10. Mid-Term (casual) vacancies

- 10.1. A casual vacancy on the Fellows Co-ordinating Committee shall be filled in accordance with the RCN's Elections and Appointments Policy and Processes.

11. Chair and Vice-Chair

- 11.1. In accordance with Rule 2.2 in the RCN Royal Charter the Fellows Co-ordinating Committee shall have a Chair.
- 11.2. The Convenor of Fellows is elected from amongst the community of Fellows and chairs the Fellows Co-ordinating Committee.

- 11.3. The Vice-Chair shall be elected from within the membership of the Fellows Co-ordinating Committee.
- 11.4. The term of office for Vice-Chair will be for two years and elections for that role will take place in alternate years to the Convenor elections.
- 11.5. The RCN Office Holder Eligibility Regulations shall apply in respect of serving more than one term.
- 11.6. The Convenor must relinquish this role at the end of their term as Convenor, or if, for whatever reason, they cease to be Convenor.
12. Staff support, advice and guidance
 - 12.1. The lead Executive Director will be the Chief Nursing Officer who will ensure support and advice to the Fellows Co-ordinating Committee as appropriate.
 - 12.2. The Deputy Chief Nursing Officer and the Director of the RCN Nursing Institute of Excellence shall be responsible for facilitating the work of the Committee.
 - 12.3. 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.
 - 12.4. In the unlikely event that key professional advice presented by staff is not accepted by the Fellows Co-ordinating 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 RCN Council accordingly. Should a resolved position not be reached the matter will be escalated to RCN Council for a determination on the way forward.
 - 12.5. The Executive Director of Governance will ensure that Secretariat support is provided by the Governance Directorate.
13. Removal from the Fellows Co-ordinating Committee
 - 13.1. A Fellows Co-ordinating Committee member may be removed before the end of their term of office on the grounds if they:
 - a) have exceeded their powers in a way that is detrimental to the RCN

- b) have failed to discharge their duties
- c) have acted in breach of the RCN's Code of Conduct and/or Respect Charter
- d) have acted in a manner likely to bring the RCN into disrepute
- e) they have failed to attend three consecutive meetings (excluding special ad hoc meetings)
- f) have any active NMC cautions against their name, are currently subject to any NMC sanction, and/or they are subject to any ongoing disciplinary proceedings with any of their employers or professional disciplinary proceedings before the NMC.
- g) are subject to ongoing disciplinary proceedings in respect of any role they hold at the RCN and/or currently subject to any RCN disciplinary sanction.

13.2. The processes for such removal will be in accordance with the Member Resolution and Disciplinary policy.

These terms of reference will be reviewed every three years at a meeting of the Fellows Co-ordinating Committee but may be reviewed sooner if necessary. Any recommended changes will be subsequently approved by the Professional Nursing Committee.

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 Professional Nursing Committee in July 2023.
Reviewed by the Fellows Co-ordinating Committee in December 2025.
Reviewed by the Fellows Co-ordinating Committee on 15 January 2026.
Approved by the Professional Nursing Committee 10 March 2026
(also including amendments made in the 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).