RCN Fellows Co-ordinating Committee

Terms of Reference

Purpose
The Fellows Co-ordinating Committee works to facilitate the continuing involvement of the Fellows in the work of the Royal College of Nursing and to support the professional agenda of the College.

Responsibilities
- To organise Fellows activities;
- To examine and help inform the College position on long term issues relating to the role of the College and to the development of the science and art of nursing;
- To act as a point of contact when a Fellow is requested to contribute to a project; a ‘task and finish group’ or other professional activity within the College;
- To review the work programme of the governance committees of the College (Professional Nursing Committee and Trade Union Committee) in order to identify potential contribution from the Fellows;
- To host an event at RCN Congress on a current professional issue that Fellows have identified as a priority;
- To help host the RCN Awards Ceremony at Congress;
- To support the Annual Student of the Year Award;
- To prepare and circulate regular newsletters and an annual report on their work to all Fellows.

Membership
The composition of the Co-ordinating Committee is reviewed regularly to ensure appropriate representation and participation.

The Co-ordinating Committee is made up of a maximum of 5 members (including the Convenor of the Fellows who Chairs the Committee).

The duration of a Co-ordinating Committee member is a maximum of 4 consecutive years (unless selected to serve as the Convenor during that 4 year period).

Fellows nominate themselves to serve on the Co-ordinating Committee and are elected at one of the two annual meetings of the Fellows by a secret ballot if there are more candidates than vacancies.

To ensure there is a mix of continuity and new members present there will be at least one new member of the Co-ordinating Committee each year.
Convenor

The Convenor of Fellows chairs the Co-ordinating Committee meetings and is responsible for the general coordination of the Fellows work in collaboration with other Co-ordinating Committee members and staff. The convenor is the formal link with the College and is responsible for:

- agreeing agendas for the Co-ordinating Committee meetings before they are circulated;
- chairing Co-ordinating Committee meetings;
- representing Fellows at RCN and external meetings;
- signing correspondence on behalf of the Fellows and, where deemed appropriate, letters sent to Ministers, the media or other external individuals or organisations;
- providing guidance to staff on the organisation of events and other arrangements they make on behalf of Fellows;
- delegating appropriately to a Committee member in their absence.

The position of Convenor will be elected at the full Fellows meeting by ballot of the Fellows present, if there is more than 1 candidate.

The duration of the Convenor will not exceed 5 years.

An interim Convenor would be elected by the Co-ordinating Committee from amongst its number should it be necessary to do so pending an election at the next meeting of Fellows.

Decision Making

The Co-ordinating Committee is the decision making body for Fellows. All decisions are taken by consensus within the Committee.

The Co-ordinating Committee will review and agree all draft public statements/correspondence that are produced by Fellows and responses to policy consultations and draft practice statements.

The Co-ordinating Committee is responsible for making any recommendations to Council to remove a Fellow should exceptional circumstances arise that require this.

Meetings

Co-ordinating Committee meetings take place no less than three times a year.

A majority of Co-ordinating Committee members constitutes a quorum (three or more).
Meeting agendas are developed by the Secretariat in consultation with the Convenor and circulated one week in advance of the meeting. Minutes are circulated for approval within a week of the meeting and will be taken to be approved by the Co-ordinating Committee if members do not provide comments one week after they have been circulated.

Meetings are chaired by the Convenor. Travel and other costs incurred in order to participate in Co-ordinating Committee meetings are met by the RCN in accordance with the RCN Members Expenses Policy.

**Working Groups**

The Co-ordinating Committee will appoint Fellows to working groups on the basis of their expertise and availability to contribute to the preparation of responses to RCN consultation documents or contribute to development of policies and practice. Alternatively the Co-ordinating Committee may establish sub-committees as needed – the membership of which need not be limited to Co-ordinating Committee members.

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