

RCN Midwifery Forum: Steering Committee Team Charter

‘Achieving more together’

| Forum philosophy | RCN remit: |
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| <p>The RCN Midwifery Forum is network of RCN members who together share a wide range of midwifery expertise and practice.</p> <p>We aim to advocate for women, their babies and families and for the professionals delivering midwifery care.</p> <p>We wish to be as inclusive as possible, whilst working collaboratively with the wider health and social care team.</p> <p>As midwives we represent the RCN’s pool of professional expertise and knowledge.</p> <p>As part of the wider midwifery and nursing family, the forum welcomes membership from a wide and diverse workforce.</p> | <ul style="list-style-type: none"> Support professional learning and the development of midwifery practice. Provide midwifery expertise and input to the RCN. Work in partnership with other national and international stakeholders, to share best practice, shape midwifery and to influence the future of midwifery. Work with the ICM to address global challenges and issues facing midwifery and midwives. Support RCN activities through income generation. Ensure the dissemination of relevant information to the midwifery community. |

| 2017 Team deliverables: |
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| <ul style="list-style-type: none"> Host a Midwifery Forum conference in 2018 |
| <ul style="list-style-type: none"> Participate in bi-monthly steering committee teleconference |
| <ul style="list-style-type: none"> Increase forum membership |
| <ul style="list-style-type: none"> Represent the RCN at appropriate events and meetings |

| Forum member roles and responsibilities: | | |
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| Name | Role | Specific responsibilities |
| Debbie Wisby (North West Region) | Chair | Forum representative to ICM. Areas of interest: education, workforce development |
| Patricia Lindsay (South West Region) | Member | Areas of interest: education, support workers, patient safety |
| Jessica Read (London) | Member | Regulation and policy, midwifery-led care |
| Hazel Douglas (Scotland) | Member | Areas of interest: honour-based violence, antenatal screening |
| Sarah Esegbona-Adeigbe (London) | Member | Lead forum member for social media and website. Areas of interest: Education, BME health |
| Judith Evans (Eastern Region) | Member | Areas of interest: Education, clinical practice, CPD |
| Claire Chaubert (London) | Member | Independent Midwifery and Midwifery policy |

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| Forum operating guidelines: | |
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| Emails | Clear subject headings including stating a response required by a specific date. If email is urgent or a response is required urgently then phone or text to be used. |
| Progress updates | Progress updates to be given at bi-monthly teleconferences |
| Teleconferences | Held every two months One hour long Meeting to follow set agenda Minute taker from steering committee to be nominated at start of meeting Minutes to be sent to coordinator to be formatted and shared with wider group |
| Action plans | Each project lead to develop action plan (as per agreed template) for each project. To be kept updated and shared with project group. |
| Frustrations with other members | All members to raise concerns with the chair who will address as required with Professional Lead |
| Honesty | All members to be open and honest with each other and to share as early as possible if unable to deliver on agreed actions due to unforeseen circumstances. Align tasks to members strengths and provide regular constructive feedback to each other to enhance the working of the forum. |
| Profile | All members to raise profile of the forum by responding individually to requests from the RCN |
| Horizon scanning | All members to bring to the forum, topics of potential future relevance for discussion and prioritise as required. |

| Forum review and learning process: | |
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| <p>Review of team effectiveness – internal</p> <ul style="list-style-type: none"> Feedback from forum steering committee members following each meeting and teleconference on areas that worked well and areas that could be strengthened for great effectiveness Annual strategic review of the forum in terms of its strategy, roles and responsibilities | <p>Review of team effectiveness – external</p> <ul style="list-style-type: none"> Feedback on the evaluation of events and publications Use of social media for communication and feedback Increased midwifery membership |