

## **Terms of Reference: Review of Congress Member Group**

### **1. Name of Group**

Review of Congress Member Group.

### **2. Purpose**

The purpose of the Review of Congress Member Group is to support the Strategic Review of Congress, and to ensure the Review benefits from a strong member voice.

The Review of Congress is sponsored by the Executive Director of RCN England. The Review of Congress Member Group receives updates from the Review of Congress Staff Group and provides feedback where needed.

The Review of Congress Member Group is an advisory (and time limited) group.

### **3. Delegated responsibilities**

3.1 The role of the Review of Congress Member Group, which reports to RCN Council, is:

- a) to act as the oversight group, steering the direction of the Strategic Review of Congress project and its implementation.
- b) to steer the work of the Review of Congress Staff Group.
- c) to receive updates from the Staff Group on the progress of the workstreams and ensure member input into any issues arising.
- d) to provide assurance to Council on the progress of the Review of Congress.
- e) to review input and analysis from member engagement activity, ensuring that all voices and viewpoints have been taken into consideration.

### **4. Meetings and quorum**

4.1 The Review of Congress Member Group will meet at least six times a year, and usually every 4-6 weeks.

- 4.2 The quorum for meetings will be a minimum of five members of the group.
- 4.3 The Chair of the Member Group will make contact with members of the group about their capacity for future attendance, where there has been repeated absence.

## **5. Membership**

- 5.1 The Congress Member Group will include representation from:
- Professional Nursing Committee.
  - Trade Union Committee.
  - International Committee.
  - Fellows Co-ordinating Committee.
  - Students Committee.
  - Agenda Committee.
  - Nursing Support Workers Committee.
  - RCN Group Equity, Diversity, and Inclusion (EDI) Committee.
- 5.2 The Review of Congress Member Group is chaired by a former Chair of Congress.
- 5.3 The Review of Congress Member Group meetings will be attended by one or more of the Project Sponsor, Business Lead and Project Manager. Other staff members may be invited to meetings where relevant at the request of the Project Sponsor or the Chair.
- 5.4 The Review of Congress Member Group may also include attendance from other invited members. These member invitations will be agreed between the Chair and Project Sponsor following discussion with the Member Group.
- 5.5 The Review of Congress Member Group will be disestablished when the Review of Congress concludes or if a decision is made by RCN Council to disestablish the group earlier.

## **6. Appointment to the Review of Congress Member Group.**

- 6.1 When a vacancy arises, the Chairs of the Committees listed in section 5.1 of this document will nominate a representative to the Review of Congress Member group.
- 6.2 Deputies from the Committee may be invited to attend meetings if the nominated representative is unavailable.

**7. Staff support, advice and guidance**

- 7.1 The Executive Director of RCN England will be the Project Sponsor who will ensure support and advice to the Review of Congress Member Group as appropriate.
- 7.2 Group members and staff will work together positively and constructively, in line with the RCN's Respect Charter, to deliver the purposes of the Review of Congress Member Group.

**Reviewed by Review of Congress Member Group on 27 February 2026 and ratified by email by Review of Congress Member Group on 6 March 2026.**

**Terms of Reference to be reviewed in first Review of Congress Member Group meeting of 2027.**