

Role Descriptor: RCN Board Vice-Chair

This role descriptor outlines the additional responsibilities of the Board Vice-Chair and are in addition to those provided within the RCN Board Member role descriptor.

Title: RCN Board Vice-Chair

Reporting To: Council

Basis: The Vice-Chair is elected for a two-year term from amongst the members of the Board. Any individual occupying the role of Vice-Chair shall be eligible for re-election in accordance with the *RCN Elections Policy and Processes* and the *RCN Regulation on Terms of Office*.

Time commitment (including meetings): The estimated time commitment for the Vice-Chair will vary depending on the number of times the Board meets in a calendar year, as set out in its terms of reference. For example, based on an average of three meetings per annum, the estimated time commitment for the Vice-Chair is around one day per month, in addition to time spent fulfilling general Board member duties. This includes formal planned and ad hoc meetings.

NB: Board Chairs are required to attend quarterly meetings of the Country and Regional Board Chairs. These meetings are usually held virtually on Teams and are often up to 2 hours in duration. Vice-Chairs may be required to attend in the absence of their Chair.

NB: In addition, Board Chairs in England come together to meet monthly, usually held virtually on Teams and are often up to one hour in duration. Vice-Chairs may be required to attend in the absence of their Chair.

NB: Board Vice-Chairs may be required to attend other meetings relevant to the work of that Board.

Ad hoc meetings of the Board may be required between planned meetings for timely discussion and/or decision making.

Expenses: Board members, including the Vice-Chair, may reclaim all travelling and similar expenses in line with the RCN expenses policy.

Eligibility: The Vice-Chair must adhere to the relevant eligibility requirements set out in the RCN Election Policy and Processes document.

Purpose of the role:

The Vice-Chair of an RCN Board supports the Chair of a Board to ensure the Board fulfils a vital role in leading the Board to ensure it achieves its objectives, as set out in its terms of reference.

Key responsibilities include:

- Working in collaboration with the Chair of the relevant Board in the best interests of the RCN.
- Fostering and maintaining constructive working relationships with those who hold key governance positions within the RCN including members and staff to ensure that the work of the Board is taken forward.
- As a member of the relevant Board, helping to ensure that the Board carries out its role and responsibilities in line with established policy and procedure.
- Undertaking ad hoc work as the Vice-Chair of the Board such as attendance at other relevant meetings and events.
- Assisting the Chair of the relevant Board in ensuring that the Board is well-led, actions are followed through, and that work is fairly allocated to Board members.
- Deputising for the Chair of the relevant Board when required or in their absence by:
 - Chairing Board meetings, ensuring that the Board functions effectively and meets its objectives in a collaborative and timely manner.
 - When Chairing Board meetings, working with the Country/Regional Director to plan agendas for those meetings, ensuring that actions are followed through and checking all minutes and other outputs from the Board to ensure they are an accurate reflection of the discussions, actions and decisions taken.
 - Working in collaboration with the other members of the Board and staff leads to ensure that the business of the Board is well managed.
 - Contributing to the creation and maintenance of an inclusive and open culture, ensuring that every Board member is given an opportunity to contribute and that Board discussions are fair and balanced.
 - Making decisions where applicable, as set out in the Scheme of Delegation and ensuring that Board decisions represent the collective views of the Board or in exceptional circumstances when consensus cannot be reached, a majority view.
 - Having a second or casting vote in the event of an equality of voting.
- Demonstrating a strong commitment to equity, diversity and inclusion (EDI) and leading by example.
- Acting in the best interests of the RCN to enhance its reputation as a respected trade union and professional body for nursing staff.

- Upholding the values, decisions and policies of the RCN and acting as a role model to members and to nursing more widely.

RCN Board Vice-Chairs should not involve themselves in the day-to-day operations of the RCN, but may, from time to time, work with RCN staff members to achieve results. When representing the RCN in a public space in their capacity as an RCN Board Vice-Chair, members should ensure that their actions do not bring the RCN and profession into disrepute, and they should take care not to take public positions contrary to those of the RCN.

Person specification:

In addition to the requirements for a Board member, the Vice-Chair should be able to demonstrate:

1. An understanding of and commitment to ensuring effective governance of the RCN.
2. Strong leadership and the ability to command respect.
3. An ability to chair meetings and to support the Board to make effective decisions.
4. A commitment to ensuring effective member engagement.
5. Strong interpersonal skills and the ability to influence.
6. The ability to drive through change.
7. Commitment to the role of Vice-Chair of the Board.
8. An active commitment to RCN Respect Charter, promoting EDI and Nolan Principles.