

Role Descriptor: RCN Board Member

Reporting To: Council

Basis: In accordance with the *RCN Elections Policy and Processes*, Board members are normally elected for a term of office of four years. Further terms of office are subject to the *RCN Regulation on Terms of Office*. One half of the Board members shall retire every two years.

Time commitment (including meetings): The estimated time commitment for Board members when averaged over the year is around one day per month. This includes formal planned and ad hoc meetings, attending events, reading papers and engaging with members.

The Board meets at least three times per year, in person, hybrid or online. The majority of the in-person meetings take place at the local Regional Office. Ad hoc meetings of the Board may be required between planned meetings for timely discussion and/or decision making.

Board members will also be involved in project work from time to time or need to connect with groups in their area.

Expenses: Members of the Board may reclaim all travelling and similar expenses in accordance with the *RCN Expenses Policy*.

Eligibility: The eligibility requirements applicable to the Boards are set out in the *RCN Elections Policy and Processes* document and in the elections procedures for the Boards.

Purpose of the role

Board members hold key roles as governors of the RCN. RCN Boards advise and support their Country/Regional Directors on matters relating to the Country or Region.

Under the leadership of the Chair of the Board, members have a collective duty to be responsible and accountable to RCN Council to carry out governance functions as delegated by Council.

Board members represent the RCN and its members within the context of wider health and social care developments impacting upon nursing and patient care.

Board members have a general duty to work with other committees, Boards and regions where applicable.

Board members should not involve themselves in the day-to-day operations of the RCN, but may, from time to time, work collaboratively with RCN staff

members to achieve results. When representing the RCN in a public space in their capacity as a Board member, they 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.

Key responsibilities of the role include:

Strategy and Planning

- Being accountable for and ensuring that priorities set by Council are actioned in that Region or Country.
- Contributing that Region or Country's perspective to RCN strategy and planning.
- Contributing to RCN policy within principles established by RCN Council.
- Being accountable for and ensuring that issues specific to that Region or Country that may have UK-wide implications, and/or issues that pose a risk to the operation of the RCN are raised with RCN Council and/or its committees.
- Encouraging, promoting, facilitating and supporting the advancement of nursing in all its specialities within the Region or Country in line with RCN strategy and policy.

Relationships

- Liaising and communicating with members in that Region or Country and putting forward their views, ideas and concerns.
- Being accountable for and ensuring that the Region or Country works in partnership with external stakeholders in line with the decisions of RCN Council.
- Fostering and maintaining constructive working relationships with fellow members of the Board and key members of staff including the Regional and Country Directors, to ensure that roles are understood and responsibilities are met.

Financial

- Being accountable for and monitoring the Branches activity budget in that Region or Country.

Board Meetings

- Attending Board meetings as set out in the calendar of meetings, reading meeting papers in advance, being actively engaged in meetings, and

participating constructively in debates about matters concerning nursing within the Region or Country.

- Bringing impartiality and objectivity to meetings and decision-making and contributing to the creation and maintenance of an inclusive and open culture.
- Accepting collective responsibility for the decisions reached by the Board.
- Adhering to the RCN's requirement to use your RCN.reps email account and keeping up to date with emails.

Congress

- Reviewing and approving Branch Congress place allocations.

Behaviour(s)

- Upholding the values, decisions and policies of the RCN, acting with integrity and committing to the highest standards of behaviour as set out in the RCN Respect Charter and Code of Conduct.
- Demonstrating a strong visible commitment to equity, diversity and inclusion (EDI).
- Acting as an advocate and ambassador for the RCN and nursing among members, the wider public and a broad range of stakeholder organisations;
- Committing to induction and learning and development opportunities in order to perform effectively as an individual and as part of the Board. This includes undertaking and maintaining all essential/mandatory training such as GDPR.
- Maintaining up-to-date declaration of interests for publication on the website.

Person specification:

All Board members must be able to demonstrate the following skills, knowledge and values:

1. a sound understanding of issues affecting representatives in their country/region and the wider UK and an understanding of nursing and health issues across the UK.

2. an understanding of and commitment to the RCN, its purpose and its work and its role as a Trade Union and a professional membership body and Royal College.
3. an active commitment to the RCN Respect Charter, EDI and the Nolan Principles.
4. a willingness and ability to devote the necessary time and effort.
5. a readiness to take and be accountable for decisions.
6. understanding and experience of governance, management and leadership.
7. integrity and commitment to act in the best interests of the RCN without regards to personal interest or benefit.
8. objectivity, fairness, independence of mind, integrity, wisdom, discretion and good judgement.
9. the ability to give direct and honest opinions and add value to decision making by offering different perspectives and constructive suggestions.