

## Role Descriptor: RCN Board Chair

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

Title: RCN Board Chair

Reporting To: Council

Basis: The Chair is elected for a two-year term from amongst the members of the Board. Any individual occupying the role of 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 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 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 two hours in duration.

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.

NB: Board Chairs may also be invited to attend one RCN Council meeting for up to one day each year. RCN Council meetings are usually held at RCN HQ Cavendish Square, London.

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

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

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

### Purpose of the role:

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

The Chair has a governance leadership role in upholding the vision and purpose of the RCN. The purpose of this role is to:

- Effectively chair the Board, ensuring that it is acting within its terms of reference and fulfilling its governance responsibilities,

- Be responsible for the areas set out in the Board's terms of reference and ensure that the work of the Board is consistent with its agreed remit and decisions taken within its authorised powers.
- Contribute to strategic thinking and policy development.
- Act as an advocate and representative of members in the geographical area covered by the Board.
- Act as the main channel of communication between the Board and its parent reporting body as defined within the terms of reference.
- Act as the main channel of communication between the Board and the designated Board staff lead (e.g. Country/Regional Director).
- Set the agenda for Board meetings in conjunction with the Vice- Chair, and the Country/Regional Director for the Board.
- Be responsible to members for the decisions the Board makes and the actions it takes, ensuring that the decisions taken are properly informed by members' views and being a stabilising influence at moments of difficulty.
- Ensure that Board decisions are implemented.
- Lead on the development of the Board and its effectiveness; evaluate the effectiveness of individual Board members and ensure they meet their responsibilities.
- Ensure the effective reporting of the Board's activities to its parent body including making, where appropriate, recommendations for action and to ensure that the parent body is informed of any issues/concerns.
- Work closely with the Country/Regional Director to ensure that the Board's decisions and activities are communicated to the membership in a timely and effective way.

RCN Board 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 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.

Key responsibilities of the role include:

- Providing leadership for the Board based on a sound understanding of the Board's role and responsibilities and acting in the best interests of the Board and RCN.
- Chairing all the meetings of the Board, ensuring they are run in a timely manner, are effective and achieve a balance between timekeeping and space for discussions, and that key decisions are made in line with RCN procedures.

- Ensuring that decisions represent the collective views of the Board or in exceptional circumstances when consensus cannot be reached, a majority view.
- Ensuring the implementation of decisions and activity delegated to the Board by the parent body, and in accordance with the Scheme of Delegation, and ensuring that key Board decisions, activity and information is communicated effectively back to the parent body.
- Supporting Board members to understand and carry out their responsibilities in liaising and connecting with members on other boards, branches, forums, networks and other membership entities.
- Working closely with the Country/Regional Directors to ensure that decisions taken by the Board are implemented and that the strategic and operational objectives of the RCN as a whole are delivered.
- Ensuring that the Board members are supported in terms of their individual development and that the Board is developed as a whole to ensure it fulfils its role effectively and that individual members meet their responsibilities.
- Championing and promoting the role of Board member to aid succession planning.
- Working with the Country/Regional Director to plan agendas for meetings, ensure 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 closely with the Regional Communications Manager, especially in relation to media campaigns that involve the Board Chair.
- Having a second or casting vote in the event of an equality of voting.
- Undertaking ad hoc work as the Chair of the Board such as attendance at other relevant meetings and events.
- Working with and involving the Vice-Chair in all the activities listed above, delegating activity to them as appropriate.
- Overseeing regular reviews of the effectiveness of the Board.
- 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.
- Upholding the values, decisions and policies of the RCN and, acting as a role model to members and to nursing more widely.
- Demonstrating a strong commitment to equity, diversity and inclusion (EDI) and leading by example.

## Person specification:

In addition to the requirements for a Board member, the 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 Chair of the Board.
8. An active commitment to RCN Respect Charter, promoting EDI and Nolan Principles.