

RCN UK Representatives Committees – terms of reference

Names of committees

UK Stewards' Committee

UK Safety Representatives' Committee

UK Learning Representatives' Committee

Each of the UK committees above represent stewards, safety representatives or learning representatives. The remit of each of the committees is to provide a voice for RCN accredited representatives and will report through the Trade Union Governance Group to RCN Council. Members of the committee also act as observers and advisers to the Membership and Representation Committee.

Role of the committees

The role of each committee is as follows:

1. To advise and be consulted on the development of RCN policy relating to RCN accredited representatives
2. To advise and be consulted on activity relating to RCN accredited representatives, including the recruitment of new accredited representatives into the RCN through the RCN boards.
3. To liaise and communicate with RCN accredited representatives, by linking with RCN boards, and put forward their views, ideas and concerns
4. To work in partnership with external stakeholders in line with the decisions of RCN Council where relevant to accredited representatives
5. To advise and be consulted on RCN strategy and planning where it pertains to accredited representatives
6. Through the Trade Union Governance Group ensure that issues specific to accredited representatives that may have UK-wide implications are raised with RCN Council and/or its committees
7. To advise the Membership and Representation Committee on matters relating to RCN accredited representatives
8. To advise and be consulted on the development of learning, development and mentorship arrangements for RCN accredited representatives
9. To advise and be consulted on the programmes for conferences for accredited representatives
10. To submit agenda items for RCN Congress and to send voting members to Congress as specified.
11. To encourage, promote, facilitate and support the advancement of nursing through the role of accredited representatives in line with RCN strategy and policy
12. To ensure that accredited representatives are embedded in the activities of the RCN at all levels: local, regional, national, and international

Membership of the committees

Members of each of the committees must be accredited RCN representatives – either stewards, safety representatives or learning representatives as appropriate to the committee

Each committee shall include one member from each RCN country and region.

Term of office

The terms of office of elected members shall be four years. Members may be re-elected for two consecutive terms and are then eligible for a third and final term if there has been no less than a two year gap between the second and third term.

Mid-term (casual) vacancies

A vacancy on the committees caused by death, resignation or otherwise shall be filled in line with the procedure for filling casual vacancies as agreed by Council.

Chair and vice chair of the committee

The committees will each elect a chair and vice chair from among their own number for a term of office of two years. They are each eligible for one further term of office whilst ever they serve on the committee.

Meetings and quorum

Each committee will meet at least three times a year. The committees will meet jointly with each other at least once a year.

The quorum for each meeting shall be half the committee.

Notices

Provisions under Standing Orders 26 to 30 apply to the sending of notices.

Additionally, committee members may request documents relating to taking decisions in any format that they require.

Reporting to and from RCN Council and delegation

Council will provide a report to the committee of each of its meetings. The report will outline actions for the committees. The committees will report back to Council via the Trade Union Governance Group. Delegated authority to the committees will be via the agreed scheme of delegation.

Secretariat of the committees

The Secretariat to each committee shall be provided by the RCN Governance Department.

The Secretariat shall ensure that minutes are kept of the meetings and decisions of the committees using the agreed templates for the purpose.

The Secretariat shall be responsible for implementing or causing to be implemented the decisions and policies of the Committee

Removal from the committees

Committee members may be removed before the end of their term of office on the grounds that such a member of the committee has:

- a) exceeded their powers in a way that is detrimental to the RCN
- b) failed to discharge their duties
- c) acted in breach of the RCN's Dignity Charter
- d) acted in a manner likely to bring the RCN into disrepute

The policies and processes laid down by RCN Council in relation to disciplinary and competence matters will be followed in such circumstances.

Agreed by RCN Council 24 April 2014.