

Could you be...

... an RCN agenda committee member?

Role summary

- Represent the voting entities, consult and put forward their views in relation to Congress, and act as their advocate.
- Lead the process of selecting Congress agenda items and recommend the Congress business agenda to Council for approval.
- Work closely with the staff team to plan and deliver Congress on behalf of Council.
- Champion and promote Congress within the RCN and externally.

As an agenda committee member you will fulfil a vital role in helping to plan, organise and evaluate the whole of RCN Congress, the annual nursing event. Working in partnership with RCN Council, you will act as an advocate for Congress and encourage submission of agenda items.

Key responsibilities

- Attend meetings of the committee throughout the year to review the previous Congress and to make recommendations to Council on the planning and delivery of Congress.
- Represent the view of members, in particular the submitting entities, in relation to the planning and delivery of Congress.
- Work with the committee to deliver a quality business agenda which meets the objectives of Congress.
- Encourage and promote the submission of agenda items, and provide advice and guidance to submitting entities on how to do that effectively.
- Attend the annual meeting of Congress and meet with the rest of the committee each day during Congress week to consider proposals for emergency item submissions.
- Provide advice, guidance and support to those attending Congress, including members attending for the first time, voting and non-voting members, on the rules and conduct of the meeting of Congress.
- Undertake agreed actions on behalf of the committee and work within the authority delegated to the committee by Council.
- Actively foster good relations with RCN staff working on Congress and with members and wider stakeholders attending Congress.

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What we are looking for

- Sound understanding of nursing and health issues across the UK and internationally.
- A passion for nursing and wanting to make a difference.
- Awareness of how the world is changing politically, economically and socially.
- Understanding of and commitment to the RCN, its purpose and its work.
- Empathetic to members' needs and confident to speak up for RCN members' views and concerns.
- An ability to plan and deliver a good conference.
- Objectivity, fairness, independence of mind, integrity, wisdom, discretion, and good judgement as well as personal gravitas.
- Commitment to act in the best interests of the RCN without regard to your personal interest or benefit.
- Strategic vision and the ability to focus on practical issues.
- The ability to give direct and honest opinions and add value to decision-making by offering different perspectives and constructive suggestions.
- A readiness to take decisions and be accountable for decisions taken by the Committee.
- A commitment to abide by the RCN's Respect Charter.
- A commitment to the role – attendance is required at the annual Congress and at approximately three meetings and three teleconferences throughout the year.

How to become a committee member

- Agenda Committee elections take place every two years; members will be notified of these.
- Eligible candidates should be paying a full payment plan in any membership category and must have attended RCN Congress on at least two occasions in the four previous years prior to nominations.
- A nomination form must be submitted by the candidate and supported by a member from each of three recognised submitting entities.

All forms and full details of the role can be found at www.rcn.org.uk/elections

About the committee

Meeting formally around six times per year, this Council sub-committee recommends the agenda for Congress week to Council and acts as a source of advice for members about the business of Congress.

The committee oversees the planning and organisation of the whole of Congress and works in partnership with Council on the development and changing nature of Congress.

Find out more

www.rcn.org.uk/elections

www.rcn.org.uk/agendacommittee

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The RCN represents nurses and nursing, promotes excellence in practice and shapes health policies.

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