

to promote and role model behaviours in line with the RCN's
and

4. Reporting and accountability

- 4.1 The RCN Professional Nursing Committee is responsible and accountable to RCN Council for all aspects of its governance responsibilities.
- 4.2 Formal minutes of meetings will be kept and approved at subsequent meetings of the Professional Nursing Committee
- 4.3 In accordance with Rule 2.3 in the the deliberations of the Committee shall be reported to Council and any resolution passed or decision taken shall be reported to Council.
- 4.4 Key messages from the Committee's meetings will be disseminated to country and regional boards, the Forum Chairs Committee, Forums Governance Group, Fellows Co-ordinating Committee, and to the wider membership via the RCN website and other communications channels as appropriate.
- 4.5 Formal minutes of meetings of the Committee will be included in Council papers for information. Associated papers will be made available to Council at their request through the Chair of Council.
- 4.6 At the request of Council, the Chair of the Professional Nursing Committee will attend a designated section of Council meetings to deliver regular Professional Nursing Committee updates.
- 4.7 The following Committees shall report to and be accountable to the Professional Nursing Committee:
 - Forums Chairs Committee
 - Forums Governance Group
 - Fellows Co-ordinating Committee
- 4.8 The Committee may set up such sub-committees or other groups as it thinks fit to further its work, but these shall be approved by Council.

5. Meetings and quorum

- 5.1 The RCN Professional Nursing Committee will meet at least quarterly. The dates of the meetings shall be agreed by RCN

Council in the year preceding that in which the meetings are to be held.

- 5.2 Special ad hoc meetings may also be called if the business of the RCN Professional Nursing Committee is of such urgency that it cannot wait until the next scheduled meeting.
- 5.3 The quorum for decision-making is half the Committee.
- 5.4 The rules and procedures in the apply to this Committee.

9. Terms of office

9.1 Terms of office will be for four years except for casual vacancies which will be to the end of the vacant term.

9.2 Members of the Committee are asked to commit to serving their full term once elected and not stand for another RCN role if that meant they would need to stand down from the Professional Nursing Committee mid-term.

9.3 The

12. Staff support, advice and guidance

- 12.1 The lead Executive Director will be the Director of Nursing who will ensure support and advice to the Committee from that directorate as appropriate.
- 12.2 Committee members and staff will work together positively and constructively, in line with the RCN's Respect Charter, to deliver the purposes of the Committee and within the Operating Framework**.
- 12.3 In the unlikely situation where key professional advice presented by staff is not accepted by the Committee, the advice and reasons for not accepting the professional advice will be fully documented in the minutes of the meeting. Should the responsible director conclude this position poses a risk to the organisation and its members, the circumstances will be brought to the attention of the General Secretary/Chief Executive who will assess the seriousness of the position and advise the Chair of Council accordingly. Should a resolved position not be reached the matter will be escalated to Council for a determination on the way forward.
- 12.4 The Associate Director Governance will ensure Secretariat support from the Governance team.

13. Removal from the Committee

- 13.1 A Committee member may be removed before the end of their term of office on the grounds if they:
 - a) have exceeded their powers in a way that is detrimental to the RCN
 - b) have failed to discharge their duties
 - c) have

13.2 The processes for such removal will be in accordance with the Member Resolution policy

Approved by
By RCN Council on 27 September 2022

These Terms of reference will be reviewed annually

They should be read in conjunction with the
s** and other documents referred to above.