



Royal College  
of Nursing

## RCN Forums leading the way together

Your chance to influence, negotiate and communicate  
on behalf of nurses, healthcare assistants and students



Nomination form: 2010 forum appointments



Royal College  
of Nursing

Dear Colleague,

We have been working really hard over the past year to strengthen our professional agenda and the part forums play in this. We also want to improve the way we support members whatever specialism they work in.

An important part of this is opening up the work of the forums to more members. We are encouraging all members to join a forum when they register and we want to see more members actively involved either through our on-line communities or through our committee work.

I am therefore writing to ask you to consider whether or not you could contribute to our professional work as a member of a forum steering committee.

It is an exciting time to be part of the forums and as a steering committee member you will play a key role in shaping the future of forums

If you have the skills, experience, enthusiasm and time to be a part of this work then please complete the attached nomination form by Friday 30 July 2010.

If you need any more information to assist you please call our nomination helpline on 020 7647 3681 or email [rcnappointments@rcn.org.uk](mailto:rcnappointments@rcn.org.uk)

We look forward to hearing from you.

Yours sincerely

A handwritten signature in black ink that reads "Jenny Booth". The signature is written in a cursive, flowing style.

**Jenny Booth**

Chair of the Forums Governance Group

# Becoming a member of a forum steering committee

## Am I qualified?

To be eligible to nominate yourself for a forum steering committee a member must:

- seek nomination to their first choice forum only (you can check and change your first choice forum at [www.rcn.org.uk/myrcn](http://www.rcn.org.uk/myrcn) or by phoning RCN Direct on 0345 772 6100).
- be a full, associate, health care assistant or student member of the RCN
- not hold office in any other UK nursing membership organisation or any other UK health service trade union
- be aware of, and willing to accept, the responsibilities of the office, and to work within the guidelines set by Council.

## How big are the committees?

Each steering committee is made up of between four and seven members.

## What is involved?

To play an active part on the steering committee you will be a good communicator, and have a real enthusiasm for developments in practice. You should be able to spot new developments in your specialty and have ideas for how your specialty fits into the wider health and social care agenda and find innovative ways to share them with your peers through events, publications, the website or your forum newsletter.

## What are the benefits of being a committee member?

As a forum steering committee member you will be given access to training which will enhance both your personal and professional development. You will be able to network with members of your forum and other forum committee members, giving you access to a vast group of experienced and passionate members. You will be involved in organising the forum and its activities, for example by delivering a programme of national and local events that meet the needs of your forum members, and by regularly communicating with the members via electronic newsletters and the forum's online community. You will also work in partnership with your RCN Nursing Adviser to deliver guidance related to your specialty.

## How do I nominate?

If you meet the criteria to self nominate, all you have to do to is complete the online form (which can be found at [www.rcn.org.uk/appointments](http://www.rcn.org.uk/appointments)) or print out and fill in the attached form, indicating which committee you would like to stand for. Post the form with your nomination statement and a brief CV (no more than two pages) to:

Jane Clarke  
Director of Governance Support  
Room 209, RCN Headquarters  
20 Cavendish Square  
London W1G 0RN

## Nomination process

### When are the appointments?

The closing date for nominations is Friday 30 July 2010.

The interviews will be held in September 2010.

The outcome of the appointments process will be announced in October 2010.

The steering committees take office on 20 October 2010.

### Term of office

Once appointed, each member will be eligible to sit on the committee for up to eight years, except if you have served eight years on one of the forums that merged in which case you will be able to serve a further two years.

# Becoming a member of a forum steering committee

## Forum steering committees

Forum steering committees:

- proactively seek, engage with and represent the diverse views of members of the forum
- lead and facilitate the development of policy and practice within specialist areas, working with other forums and entities where appropriate
- ensure that the professional work of the RCN reflects its priorities and meets the needs of the members working within the specialities represented by the forum.

## Forums

Forum steering committees should:

- act as a focus for the professional work of the RCN and proactively draw members into those activities
- provide an expert resource to RCN Council and the membership
- develop policy and practice related to the forum's remit (working with other forums as appropriate)
- provide the opportunity for RCN members engaged in the relevant specialty to network, to enhance their practice, knowledge and skills and to identify, promote and develop future nurse leaders in that field
- support recruitment and retention of RCN members.

## PROFESSIONAL ACTIVITY DECISION MAKING FRAMEWORK

### What do we want to achieve?

We are working to:

- deliver clear, timely, well-informed decision-making
- ensure that the specialist interests of RCN members are taken into account in its decision making
- be responsive to the views and concerns of forum members
- achieve good communication and ways of working between Council members, members and staff.

### How will we do this?

Council has agreed that there should be a focus on the professional activities of the College reflected in its governance arrangements:

- changes to our membership strategy to encourage all members to join a forum
- a robust reporting and decision making framework through Council committees and a national governance committee (Forums Governance Group)
- a representative body of forum chairs (Forum Chairs' Committee)
- project-based planning and budgeting processes and a focus on ways of partnership working
- strong e-communication.

### How the decision-making structure works

The governing Council sets the strategic direction and priorities of the organisation. Council committees have responsibility for policy development in specific delegated areas and for identifying and deciding how the strategic priorities of the organisation within their areas of accountability are met. All national groups feed in through these committees and have the opportunity to influence the annual priorities and work areas agreed by the committees. Council committees are also responsible for consulting country and regional boards on all major policy positions and changes.

The Nursing Practice and Policy Committee sets the priorities for the RCN's clinical practice, policy, research and education agenda, commissioning work in these areas as appropriate and making recommendations to Council on nursing policy and practice.

The Forums Governance Group is responsible for ensuring the good governance of the forums. It is responsible to the Nursing Practice and Policy Committee for:

- ensuring the work of the forums helps to achieve the corporate objectives
- delivery of the forums work programme within budget
- ensuring that corporate policy, decision making and reporting processes and ways of working are implemented and upheld.

# Information in support of your nomination

THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

Forum steering committee appointments 2010

## NOMINATION FORM

Please complete all parts in **BLOCK LETTERS IN BLACK INK**

### Part 1: About you

#### NAME OF NOMINEE

Last name:  Mr/Mrs/Miss/Ms/Dr (Delete as appropriate)

First name(s):

Notified address:

Postcode:

RCN Number:  Year of joining:  NMC Pin Number:   
(if applicable)

#### CONTACT DETAILS

Home:  Work:  Mobile:

Email address:

### Part 2: Which forum steering committee do you want to nominate for?

Please tick the forum steering committee you wish to nominate for. Please tick **ONE** box only.

- |   |  |
|---|--|
| <input type="checkbox"/> RCN Cancer and Breast Care Forum                                   | <input type="checkbox"/> RCN Palliative Care, Pain and Complementary Therapy Forum |
| <input type="checkbox"/> RCN Children and Young People: Acute Care Forum                    | <input type="checkbox"/> RCN Public Health Forum                                   |
| <input type="checkbox"/> RCN Children and Young People: Continuing and Community Care Forum | <input type="checkbox"/> RCN Dermatology Nurses Forum                              |
| <input type="checkbox"/> RCN Children and Young People: Professional Issues Forum           | <input type="checkbox"/> RCN Discharge Planning and Continuing Health Care Forum   |
| <input type="checkbox"/> RCN Children and Young People: Specialist Care Forum               | <input type="checkbox"/> RCN Forensic Nursing Forum                                |
| <input type="checkbox"/> RCN Children and Young People: Staying Healthy Forum               | <input type="checkbox"/> RCN Imaging Nurses Forum                                  |
| <input type="checkbox"/> RCN Critical Care and In-Flight Nursing Forum                      | <input type="checkbox"/> Learning Disability Nursing Forum                         |
| <input type="checkbox"/> RCN Education Forum  | <input type="checkbox"/> RCN Ophthalmic Nursing Forum                              |
| <input type="checkbox"/> RCN Haematology and Intravenous Therapy Forum                      | <input type="checkbox"/> RCN Rehabilitation and Intermediate Care Nursing Forum    |
| <input type="checkbox"/> RCN Mental Health Forum  | <input type="checkbox"/> RCN Respiratory Nurses Forum                              |
| <input type="checkbox"/> RCN Midwifery and Fertility Nursing Forum                          | <input type="checkbox"/> RCN Rheumatology Nursing Forum                            |
| <input type="checkbox"/> RCN Nurses in Management and Leadership Forum                      | <input type="checkbox"/> RCN Women's Health Forum                                  |
| <input type="checkbox"/> RCN Older People's Forum   |  |

## Part 3: Nomination statement

### QUALITIES AND EXPERIENCE RELEVANT TO YOUR NOMINATION

Please submit in hard copy a statement that in no more than 250 words demonstrates how your qualities and experience will help you fulfil your role as a forum steering committee member.

**Your Statement should address the following four questions:**

What is your experience in areas covered by the forum?

What do you want the forum to achieve in the next four years?

What do you believe you will be able to contribute to the forum and its development?

What is your experience in the Royal College of Nursing?

Please type or write your statement on a sheet of A4 with your name and RCN number clearly identifiable and attach to this nomination form.

## Part 4: Acceptance and declaration:

In submitting this nomination I declare:

- that I am a member of the forum to which this nomination relates
- that the forum to which this nomination relates is my first choice forum
- my ability and willingness to fulfil the commitments of the office for which I am seeking appointment
- that I will work within RCN policy and guidelines
- that all the information entered on this form is correct.

Signed:

Date:

## Part 5: Submission of nomination form

**Nomination form:** To be valid the completed nomination form, nomination statement (see Part 3) and a brief CV (no more than two pages) must be sent to Jane Clarke, Director of Governance Support, Room 209, RCN Headquarters, 20 Cavendish Square, London W1G 0RN in an envelope marked "Forum Nominations" to be received no later than 12 noon, 30 July 2010. Receipt of forms will be acknowledged within seven days – if you do not receive an acknowledgement after that time, please telephone 020 7647 3681 or email [rcnappointments@rcn.org.uk](mailto:rcnappointments@rcn.org.uk)

**NB. All material must be with Jane Clarke by 12 noon, 30 July 2010.**

### CHECKLIST

Have you read and completed the 5 Parts?

Part 1: About you

Part 2: Which forum do you wish to stand in?

Part 3: Nomination statement

Part 4: Acceptance and declaration

Part 5: Submission of nomination form, nomination statement and CV

**We look forward to hearing from you!**