

**Policy and processes for appointing RCN
committee and board members, and
external advisers.**

Contents

1. Introduction and core principles for RCN

to the Forum Governance Group (FGG) for the appointment of forum and society steering committee members

to the Chair of Council for the appointment of external advisers, and for members of Council sub committees and task and finish groups.

to Board chairs and secretaries for the appointment of country and regional board members.

3. Administration of the appointment process

| | | |
|---|--|--|
| should include the interview date. | the recommended optimum length of time. | |
| Convening the appointment panel (including agreeing who will chair the panel) | The composition of the appointment panel should be agreed at least two weeks before the closing date for applications | Member Engagement Officer (Governance) liaising with the RCN Group Secretary and the relevant lead staff member as appropriate |
| Shortlisting | Shortlisting will be completed by the appointment panel chair and at least one other member of the panel within at least two week of the closing date for applications | Lead staff member will ensure this is done |
| Interview dates | Interview dates will take place within six weeks of the closing date for applications | Lead staff member and/or |

5. Assessing candidates

Candidates will be assessed against criteria developed from the role descriptor. These criteria will be agreed in advance by the lead staff, colleagues in relevant departments, and signed off by the accountable members (eg Chair of Council, Chair of Board, FGG).

These criteria will be used for assessing candidates at the shortlisting and interview stages.

All candidates are required to completeparparparparparpio(sig)6(n)4(ca)4(n)m3(q)6(u)6(ir)5(e)-3

Responsibilities of the appointment panel members during the interview.

Note: all members of the panel are able to ask questions of the candidate.

| | |
|---|--|
| <p>Panel chair</p> | <p>To:</p> <ul style="list-style-type: none"> lead the interview process introduce the panellists and explain their different roles in the process explain the role of the committee/board and how it works. explain the interview process – questions from each of the members of the panel followed by followed by an opportunity for the candidate to ask any questions start the interview sum up and let the candidate know when they will hear the outcome of the interview inform the candidates verbally of the outcome |
| <p>Member and lead staff panel members</p> | <p>To:</p> <ul style="list-style-type: none"> support the panel chair provide relevant expertise and provide relevant interview questions |
| <p>Independent participant</p> | <p>To:</p> <ul style="list-style-type: none"> provide an independent and objective assessment investigate any complaints satisfy themselves candidates are treated equally |
| <p>Governance representative</p> | <p>To:</p> <ul style="list-style-type: none"> answer any questions on governance/process at the interview ensure the administration of the interviews are carried out effectively, including drafting letters to inform the candidates of the outcome of the interview provide the administration and support for any complaints ensure follow-up work is completed (recording of terms of office, amending records on the CRM) |

7. Notification of the outcome of the interview

Ideally the Appointment panel chair, or staff member, should telephone each candidate personally to inform them of the outcome. This will be supported by a letter, sent within two working days of the interview, produced by the lead Governance staff member which will include:

Whether the candidate was successful or unsuccessful
When the successful candidate's term of office starts and concludes
Details of forthcoming meetings and staff contacts for successful candidates as well information about the induction process
Details about other relevant opportunities, if appropriate, for unsuccessful candidates
A thank you for taking the time to attend and be interviewed

8. Post interviews

The lead staff in the Governance team will be responsible for updating relevant membership records and committee information on the CRM, liaising and informing colleagues as appropriate.

They will also work with colleagues to ensure that induction material and meetings are provided to the successful candidates.

Appendix A

RCN [insert name of committee/board]

Application Form

1. Introduction

Applications are being accepted to [insert name of committee/board]

Please read the information below and complete the application form by [insert closing date for applications]

2. Who can apply?

Candidates have to [insert criteria for membership of the committee/board]:

3. Term of office

Unless otherwise stated, the term of office is [insert number of years].

4. How does the appointments process work?

The appointments process has been designed in consultation with members to be professional, fair and supportive – the focus is on the skills and qualities that you can bring to the [insert name of committee/board] and the RCN.

The appointments process has five stages:

1. Applications – [insert dates]
2. Short-listing – [insert dates]
3. Interviews – [insert dates]
4. Notification of outcome to candidates. [insert dates]
5. Candidate takes up office and induction commences . [insert dates]

5. For more information

For more information on the

6. Equal opportunities

The RCN is committed to supporting equality and inclusion. If you need help with completing this form or would prefer it in a different format, please email governance.support@rcn.org.uk or telephone 020 7647 3553

7. Submitting your application

Please return your application form by **[insert closing date]** to **[insert name/address/email address]**

Receipt of forms will be acknowledged within seven days - if you do not receive an acknowledgement after that time, please telephone **[insert number]**

Application form

[insert name of committee/board]

Part One - your details

Title _____

First name(s) _____

Last name _____

Address _____

Post code

RCN membership number

Year of joining the RCN

Home phone no

Mobile phone no

Email address

Part two - interview date

Please confirm you can attend the interview date for this committee [insert interview date]

Yes

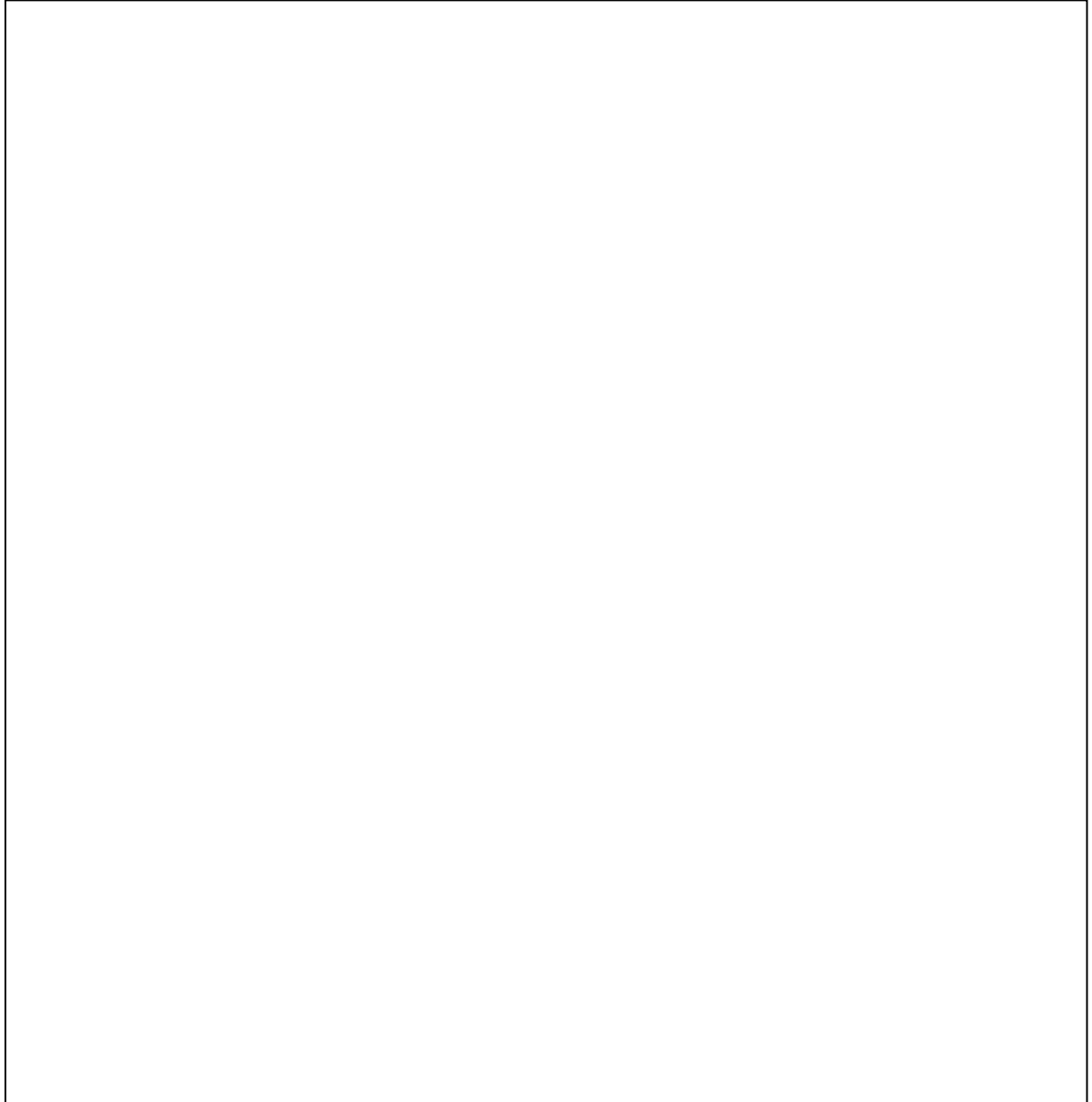
No

Unknown

Part three: candidate statement

Please write a statement of **no more than 250 words** that demonstrates how your qualities and experience will help you fulfil your role as a member of **[insert name of committee/board]**.

Please note that your statement should not be longer than 250 words.

A large, empty rectangular box with a thin black border, intended for the applicant to write their statement. The box is currently blank.

Please mark all those relevant:

| | | | |
|-------------------------|--|------------------|--|
| Activate magazine | | RCN email | |
| Bulletin magazine | | RCN website | |
| RCN event or conference | | RCN member | |
| Facebook | | RCN staff member | |
| Twitter | | | |
| Other (please explain): | | | |

Acceptance and declaration

In signing this form I declare that I am **[insert eligibility criteria as specified in section 3]**:

Signature: _____

Date: _____

To submit your application please save the form and email it to **[insert email address]**

Alternatively you can post it to **[insert postal address]**:

You can also complete the form online by visiting www.rcn.org.uk/applications

We will acknowledge all applications by email within seven days. If you do not receive an acknowledgement, please contact us at governance.support@rcn.org.uk

All forms must be received no later than **[insert closing date]**

Appendix C

[insert name of committee/board] Appointments Assessment Sheet

Applicant: _____ Interview Date: [insert date]

Panel Member: _____

Procedure

| | Question | Looking for [insert criteria] | Candidates response / Notes | | | | | |
|----|----------|-------------------------------|-----------------------------|---|---|---|---|--|
| 2. | | | | | | | | |
| 3. | | | 1 | 2 | 3 | 4 | 5 | |

5 = Outstanding 4 = Good 3 = Fair 2 = Poor 1 = Very Poor

| | Question | Looking for | Candidates response / Notes |
|--|----------|-------------|-----------------------------|
|--|----------|-------------|-----------------------------|

4.

1 2 3

3

| | Question | Looking for | Candidates response / Notes |
|----|--|-------------|-----------------------------|
| 6. | | | |
| | | | 1 2 3 4 5 |
| 7. | Are there any questions the candidate would like to ask? | | |

5 = Outstanding 4 = Good 3 = Fair 2 = Poor 1 = Ver0

Feedback agreed to be included in letter to unsuccessful candidate