



# Faculty of Emergency Nursing

## Terms of Reference

### 1. Vision

- 1.1. For the Faculty of Emergency Nursing to be a world leader in the development of emergency nurses to enable delivery of up to date evidence based high quality care and who are professional, compassionate and passionate about emergency care delivery.

### 2. Introduction

- 2.1. As volunteer leaders, Board members play an important role in the success of the organisation. Boards have significant and ethical responsibilities to respond to the needs of their members. Strong knowledgeable Boards help organisations gain credibility and serve as effective advocates for the membership.
- 2.2. These Terms of Reference detail the expectations of individual board members and the management of the Faculty of Emergency Nursing.
- 2.3. These Terms of Reference will be reviewed, amended as required and ratified at every Annual General Meeting.
- 2.4. These Terms of Reference are a part of the monitoring of the effectiveness process of the Faculty of Emergency Nursing.

### 3. Aims

- 3.1. The main aims of the Faculty of Emergency Nursing Board members are:
  - 3.1.1. To ensure a clear vision for the Faculty of Emergency Nursing
  - 3.1.2. To improve patient care through the provision of education and accreditation of competencies along a career framework at three levels of practice: competent, proficient and expert.
  - 3.1.3. To provide active leadership to support the growth of Emergency Nurses and Emergency Nursing.
  - 3.1.4. To provide the competencies against which emergency nurses can gain a qualification at each level of practice. This qualification will be accredited with the Credits and Qualification Framework Wales which is mapped to the European Qualifications Framework.
  - 3.1.5. Shape a culture of clinical excellence through education
  - 3.1.6. To provide a network for affiliate, associate, member and fellows involved in international emergency nursing
  - 3.1.7. To support the development of resources for emergency nursing assessments
  - 3.1.8. To promote Faculty of Emergency Nursing activities to members and non-members.
  - 3.1.9. To provide or support the delivery of Faculty of Emergency Nursing Educational Events.

### 4. Board Membership

- 4.1. The minimum numbers of Board members will be 6
- 4.2. The maximum numbers of Board members will be 20 plus Partnership Positions. A board member may hold more than one position.
- 4.3. The Board will have the following positions:
  - 4.3.1. President
  - 4.3.2. President Elect

- 4.3.3. Immediate Past President & Internal Quality Assurance Board Chair
- 4.3.4. Treasurer & Finance Committee Chair
- 4.3.5. Secretary
- 4.3.6. Education Lead & Education Board Chair.
- 4.3.7. Competency Lead & Clinical Competency Board Chair
- 4.3.8. Membership Secretary
- 4.3.9. Marketing and Communications (MARCOMMS) Lead
- 4.3.10. Accreditation & Qualification Consultant
- 4.3.11. Level of practice / Role specific can be held by individuals in other positions on Board & can be co-opted):
  - 4.3.11.1. AFEN member
  - 4.3.11.2. MFEN member
  - 4.3.11.3. Emergency Nurse Practitioner
  - 4.3.11.4. Advanced Practitioner
  - 4.3.11.5. Consultant Nurse
  - 4.3.11.6. Emergency Department Manager
  - 4.3.11.7. Clinical Learning Facilitator
- 4.3.12. Country Specific Representatives (can be held by individuals in other positions on Board & can be co-opted) . Aim is to have a minimum of two for each country:
  - 4.3.12.1. England
  - 4.3.12.2. Ireland
  - 4.3.12.3. Northern Ireland
  - 4.3.12.4. Scotland
  - 4.3.12.5. Wales
- 4.3.13. Partnership Positions (non-voting):
  - 4.3.13.1. Royal College of Nursing, Emergency Care Association Representative
  - 4.3.13.2. Royal College of Emergency Medicine
  - 4.3.13.3. Faculty of Prehospital Care

**4.4.** Exclusion to becoming a board member: previous disqualification as a company/charity director. *Company director disqualifications can be found on the UK Government Companies House Director Disqualifications Register<sup>1</sup> or Companies Registration Office Disqualification Register in Eire<sup>2</sup>*

## 5. Expectations of Board Members

- 5.1.** As the terms of Reference are new and there is a change to the strategic development of FEN, there is agreement to give some stability that in the first term positions will be held for a term of 4 years the date that this *Terms of Reference* is ratified by at the AGM.
- 5.2.** All Board members are expected to:
  - 5.2.1. Actively promote the Vision and Mission of FEN to encourage membership

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<sup>1</sup> <https://www.gov.uk/search-the-register-of-disqualified-company-directors>

<sup>2</sup> <https://search.cro.ie/company/DisqualifiedSearch.aspx>

- 5.2.2. Be knowledgeable about the policies, procedures & latest development of the Faculty
- 5.2.3. Attend and participate in AGM & Board meetings
- 5.2.4. Attend and participates in membership events
- 5.2.5. Attend and participate in FEN/Agored Internal Verification Meetings
- 5.2.6. Champion recruitment and retention of members
- 5.2.7. Work closely with other Board Members to ensure the effective management of the Faculty.

### **5.3. The President**

- 5.3.1. Natural progression from President Elect. If president elect position is vacant, position will be elected by the board.
- 5.3.2. Will lead and co-ordinate activities of the Faculty of Emergency Nursing.
- 5.3.3. Will be elected from within the Board.
- 5.3.4. Will normally hold the position for a period of 2 years with the option of one extension of a further 2 years.
- 5.3.5. Will normally have served as a Board member for at least 2 years prior to taking up the role of President.
- 5.3.6. Will normally have held the role of President Elect prior to appointment as President.
- 5.3.7. Will chair the AGM and monthly board meetings, ensuring that they are effectively managed with a focus on the Faculty of Emergency Nursing's aims.
- 5.3.8. With the support of the President Elect and Secretary, agree agenda for AGM and monthly meetings, ensure necessary papers are distributed prior to meeting.
- 5.3.9. Ensure FEN Board Terms of Reference are met.
- 5.3.10. Ensures democratic process is adhered to when decisions are made as per these Terms of Reference.
- 5.3.11. Will formally approve policies and procedures on behalf of the Board.
- 5.3.12. Will lead the Faculty of Emergency Nursing Board Members, encouraging effective communication between the Board and members to ensure the effective and efficient running of the Faculty of Emergency Nursing.
- 5.3.13. Ensures that the Faculty of Emergency Nursing Board is appropriately represented at official events and that activity is reported back to Board members.

### **5.4. The President Elect & Internal Quality Assurance Board Chair:**

- 5.4.1. Elected by the board; Normally holds office for a period of 2 to 4 years and would have been a board member for 1 year prior to taking up position.
- 5.4.2. Supports and deputises for the President at both internal and external events as required.
- 5.4.3. Liaises with the President in preparing the papers for the AGM and planning the next Presidential year so as to achieve a smooth transition from one term to the next.
- 5.4.4. Presents an annual report to the Faculty of Emergency Nursing Board at the AGM.

### **5.5. Immediate Past President & Chair of Faculty of Emergency Nursing Internal Quality Assurance Board:**

- 5.5.1. Holds office of Immediate Past President for a period of 1-year post presidency
- 5.5.2. Will support the President and carry out the duties of a Member of the Board, working to promote the `Vision and Work of the Faculty.
- 5.5.3. Works closely with the President to ensure a smooth transition between Presidents.

- 5.5.4. Is a source of intelligence for new president.
- 5.5.5. Deputises for President / President Elect in their absence.
- 5.5.6. Undertakes duties as requested by the President.
- 5.5.7. Chairs the Faculty of Emergency Nursing Internal Quality Assurance Board Meetings until new Immediate Past President is in Office.
- 5.5.8. Updates the electronic accreditation data base and submits, with the notes of the meeting, to the Agored Centre for processing.
- 5.5.9. Presents an annual report to the Faculty of Emergency Nursing Board at the AGM.

#### **5.6. The Treasurer**

- 5.6.1. Elected by the board. Normally hold office for a period no longer than 6 years.
- 5.6.2. Chair the Finance Committee.
- 5.6.3. Provides fiscal management for the Faculty of Emergency Nursing.
- 5.6.4. Reviews the financial position and reports to the board monthly.
- 5.6.5. Formally presents year-end accounts to Board at AGM.
- 5.6.6. Monitors and collects membership subscriptions.
- 5.6.7. Receives expense claims and provides payment in a timely manner.
- 5.6.8. Receives monies from members for accreditation and educational events.
- 5.6.9. Provides payments for invoices outstanding in a timely manner.
- 5.6.10. Manages subscriptions required to ensure functionality of the website.
- 5.6.11. Organises hotels, venues (that require payment) and catering for AGM, Educational Days and FEN/Agored Interval Verification Meetings.
- 5.6.12. Open and operate bank accounts as agreed by the Board.
- 5.6.13. Access bank account electronically.
- 5.6.14. Act as a signatory for bank accounts.

#### **5.7. The Secretary:**

- 5.7.1. Elected by the Board. Normally holds office for a period no longer than 6 years.
- 5.7.2. Administer the business of the FEN and carry out the duties of an Officer.
- 5.7.3. Assist the President and Vice-President in formulating and circulating agenda for AGM and monthly meetings.
- 5.7.4. Records meeting notes of AGM, monthly meetings and FEN/Agored Internal verification meetings.
- 5.7.5. Circulated notes from meetings electronically to the board members and posts on Faculty Board Members' shared drive.
- 5.7.6. Receives correspondence on behalf of the faculty, sifts and present to appropriate board members or to the board itself.
- 5.7.7. Generates and respond to correspondence as requested by the Board.
- 5.7.8. Supports the function of the educational lead by assisting with the organisation of venues and corresponding with sponsors and facilitators for educational days.

#### **5.8. Education Lead**

- 5.8.1. Elected by the board, normally holds office for a period no longer than 6 years.

- 5.8.2. Chairs the Faculty of Emergency Nursing Education Board.
- 5.8.3. Leads and co-ordinates the development, collation, revision & distribution of educational programmes and resources & presents to the Faculty of Emergency Nursing Board for ratification.
- 5.8.4. Develop, co-ordinate, attends & participates in educational events as ratified by the FEN board.
- 5.8.5. Formally reports to the FEN board on progress at AGM and monthly meetings.
- 5.8.6. Support the Chair of the Faculty of Emergency Nursing Internal Quality Assurance Meetings in duties relating to accreditation.

#### **5.9. Competency Development Lead**

- 5.9.1. Elected by the board, normally holds office for a period no longer than 6 years.
- 5.9.2. Chairs the Faculty of Emergency Nursing Clinical Competency Development Board.
- 5.9.3. Leads/co-ordinate the development and revision of competencies on a rotational basis:
  - 5.9.3.1. Associate Level
  - 5.9.3.2. Member Level
  - 5.9.3.3. Fellow Level
- 5.9.4. Support the Chair in the functions of Faculty of Emergency Nursing Internal Quality Assurance Board.
- 5.9.5. Support the Chair of the Faculty of Emergency Nursing Educational Board Meetings in duties relating to education, programme delivery & identification of exemplar work to build up a repository.
- 5.9.6. Attends & participates in educational events.
- 5.9.7. Provides the webmaster with the competencies for uploading to the website.
- 5.9.8. Leads the mapping of other competencies to the FEN competencies.
- 5.9.9. Formally reports to the FEN board on progress at AGM and monthly meetings.

#### **5.10. Membership Secretary**

- 5.10.1. Elected by the Board, normally holds office for a period of up to 6 years.
- 5.10.2. Advises the Board on all matters pertaining to membership.
- 5.10.3. Annually reviews and updates policies and procedures relating to FEN membership & present to the Board for ratification.
- 5.10.4. Ensures accurate, up-to-date members' databases are maintained whilst adhering to GPDA agreements.
- 5.10.5. Organise recruitment initiatives at membership events.
- 5.10.6. Respond to queries about membership.
- 5.10.7. Formally reports on membership at AGM and Board meetings.

#### **5.11. The Marketing and Communications Lead (Marcomms):**

*The term communications pertain to public relations, publicity and marketing activity. It relates to internal and external communications and all available forms of media to address communication with actual and potential Faculty members.*

- 5.11.1. Elected by the board, normally holds office for a period of up to 6 years.
- 5.11.2. Maintains and develops the website, ensuring information provided is up to date.
- 5.11.3. Uses all platforms (including twitter, FB & Instagram) to support the championing of the Faculty of Emergency Nursing.

- 5.11.4. Leads on and develops promotional information for the Faculty of Emergency Nursing.
- 5.11.5. Liaise with the Website Administrator to ensure that the website is updated on a regular basis.
- 5.11.6. Work closely with the President and Board to devise a method of collating/disseminating internal communications.
- 5.11.7. Keep up to date with all forms of media to enable FEN to benefit from any advancement in them.
- 5.11.8. Report to the Board on communication issues and promote communication and development activities and implement publicity and marketing strategies.
- 5.11.9. Write and distribute to appropriate outside agencies, regular, interesting and accurate informative press releases on activities and events.
- 5.11.10. Have an understanding and knowledge of website software packages, in particular *Word Press* content management.
- 5.11.11. Update the website regularly, monthly or quarterly.
- 5.11.12. Ensure privacy of the information on the website, for example, no personal information, such as dates of birth, home addresses should be included.
- 5.11.13. Include the standard disclaimer on the website at all times.
- 5.11.14. Encourage members to provide material for the website and to view the website at regular intervals.
- 5.11.15. Ensure any links to other websites are in line with the objectives of FEN, add value and have the appropriate permission, including a disclaimer.
- 5.11.16. Include a copyright statement.

#### **5.12. Accreditation & Qualification Consultant (co-opted; educationalist position)**

- 5.12.1. Holds the position for 4 years, can be extended.
- 5.12.2. Supports the Clinical Competencies Lead in developing the competencies into qualifications.
- 5.12.3. Integral member of the Internal Quality Assurance Board and provides expert advice to its Chair.
- 5.12.4. Supports development of Faculty of Emergency Nursing Assessors.
- 5.12.5. Supports the delivery of the Faculty of Emergency Nursing Education Board in delivery of education sessions and scrutiny of assessment documents to be ratified by the Faculty of Emergency Nursing Board.
- 5.12.6. Support the President and Chairs of Boards in establishing management processes necessary for the Faculty of Emergency Nursing. This includes consultation with outside agencies such as Agored Cymru, Agored Cymru Administrative Centre and education purchasers.

#### **5.13. Country based Representatives:**

- 5.13.1. The Board will aim to include a member representing each country: England, Ireland, Northern Ireland, Scotland and Wales.
- 5.13.2. These officers will double with other Board positions.
- 5.13.3. Ensure that competencies meet own regulatory requirement and enable practice.
- 5.13.4. Will inform of variance of practice during educational programmes or events.

#### **5.14. Level of Practice or Role Specific:**

- 5.14.1. The Board will aim to include a member representing levels of practice or specific role. These include: member working towards associate level, member working towards member level, emergency nurse practitioner; advanced nurse practitioner (aka Emergency care practitioner), emergency department manager, consultant nurse, clinical learning facilitator.

5.14.2. These officers will double with other Board positions.

## 6. Partnership members:

- 6.1.1. RCN ECA, RCEM & FPHC select their Board member to represent them on the Faculty.
- 6.1.2. These individuals do not hold any voting rights.
- 6.1.3. Board membership is not exclusive to one organisation only i.e. a member could be a board member for the Faculty and RCN ECA – in this case they would have voting rights as a Board Member of the Faculty.
- 6.1.4. Partnership member will advise the Faculty of Emergency Nursing Board of any conflict of Interest and will excuse themselves from the discussion.
- 6.1.5. Partnership member opinion will be coveted and considered in all board decisions.
- 6.1.6. Partnership members will be included in the Faculty Board correspondence, exception will for electronic voting.
- 6.1.7. Partnership members may undertake discreet pieces of work as agreed by the board.
- 6.1.8. Partnership members will be invited to attend and take an active role in the Faculty of Emergency Nursing Internal Quality Assurance Board Meetings and educational programmes and events.

## 7. Decision-making

- 7.1. For the Board to conduct valid business, the meeting must be quorate for any voting decisions to be made.
- 7.2. Quorum is set at 50% plus one voting members.
- 7.3. Simple majority vote will prevail. If there is a tie, then the chair of the meeting will have a casting vote.
- 7.4. On occasion, the Board may decide that a decision is so important that prior to the vote they will agree that a 75% majority will be required.
- 7.5. Decisions that need to be voted on are those that change the functioning of the Faculty of Emergency Nursing Board, this would include but not limited to
  - 7.5.1.1. Meeting schedule.
  - 7.5.1.2. Definition of the quorum.
  - 7.5.1.3. Changes to the Terms of Reference of the Faculty of Emergency Nursing Board.
  - 7.5.1.4. Changes to the membership of the Board.
  - 7.5.1.5. Ratification of documents.

## 8. Meetings

- 8.1. A face-to-face 1-day Annual General Meeting (AGM) will be held in January each year (can include video conferencing). Faculty of Emergency Nursing Members will be invited to video conference into the AGM.
- 8.2. Monthly meetings using video conference will be held on the 3<sup>rd</sup> Wednesday of every month excluding August and January. These meetings will start at 19.30 hrs and finish by 21.30hrs.
- 8.3. *Ad hoc* meetings can be requested by Board members who are leading on projects. The President or in their absence the President Elect will agree to the *ad hoc* meeting and will circulate information on the *ad hoc* meeting. The *ad hoc* meeting will normally be held through video conferencing but on occasion may need to be face-to-face.

## 9. Meeting notes and agenda

- 9.1. An agenda will be circulated prior to each meeting and AGM. Board members can add items to the agenda for discussion.
- 9.2. Notes from meetings & AGM will be captured; these will include actions to be take and by whom.
- 9.3. The notes from the meeting will be circulated before the next meeting.
- 9.4. The notes from the previous meeting will be scrutinized and any corrections made at the following meeting.
- 9.5. The notes from the AGM will be scrutinized and corrections confirmed at the following AGM.

## 10. GPDR

- 10.1. Faculty of Emergency Nursing Board Members acknowledge and will abide by the rules of GPDR.
- 10.2. The information members provide will be used by the Faculty of Emergency Nursing (FEN) only for purposes in connection with the running of the Faculty, which will include communicating by post, telephone and email.
- 10.3. Personal information will never be disclosed for marketing purposes.
- 10.4. Personal bank details will be stored securely and separately from personal details and will only be available to treasurer and Faculty of Emergency Nursing bank signatories.
- 10.5. The data will be stored securely on a computer and in a ledger.
- 10.6. The data will be provided to Board members to enable the smooth running of the Faculty of Emergency Nursing.
- 10.7. The Board will produce a directory of members which will include name, contact detail and level of membership. This directory will be made available only to members.
- 10.8. Personal Data can be removed from our stored records within 28 days of a written request to the faculty, but not from a published Faculty directory.
- 10.9. Members have a right to complain, addressing the complaint to the President, if there is a problem with the faculty's handling of data.
- 10.10. Any emails circulated to all members will be sent as a blind copy (bcc).

## 11. Rules of Office for all Faculty of Emergency Nursing Board Members

### 11.1. Method of Election

- 11.1.1. Until 2025, Board members will be co-opted to the Faculty of Emergency Nursing. Thereafter it is anticipated that Board Members will be elected by application and voting by Faculty of Emergency Nursing Members.

### 11.2. Method of Election for Board Positions

- 11.2.1. Election for Board Positions shall be by a vote of the Faculty of Emergency Nursing Board members at the Annual General Meeting (AGM).

### 11.3. Term of Office

- 11.3.1. Following initial election to a role, the member can be re-election for a further term.
- 11.3.2. He/she shall take office immediately after the AGM.
- 11.3.3. On completion of her/his term of office, a member cannot stand for the same office until two years have elapsed after the end of her/his last term of office.

### 11.4. Removal from Office

- 11.4.1. Where a Member is not performing satisfactorily in their elected role, the Board has the power to remove her/him by calling an Extraordinary General Meeting (EGM) at which a motion to remove the Member will be presented.



- 11.4.2. Removal from a Professional Register of a Regulatory Body will action removal from the board with immediate effect without right of appeal.
- 11.4.3. Identification of a previous disqualification as a company/charity director will action removal from the board with immediate effect without the right of appeal.

#### **11.5. Right of Appeal**

- 11.5.1. A Board Member shall have the right of appeal to a further EGM. His/her notice of removal from office is suspended pending the result of that appeal. On completion of the appeal, FEN members shall vote, by anonymous paper ballot, on the motion to remove the Member.
- 11.5.2. A Board Member shall have a further right of appeal to the Board.
- 11.5.3. A Board Member who is removed from office shall be precluded from taking further office within the Faculty of Emergency Nursing.

#### **11.6. Remuneration**

- 11.6.1. Re-imbusement by expenses properly incurred at a level to be decided by the Board.
- 11.6.2. Whenever possible, the treasure will pay for hotel bookings, catering and pre-planned events so that the board member will not need to claim expenses.
- 11.6.3. Expenses should normally be agreed in principle by the board before the expense is incurred. On occasion if the expense has not been agreed then the expense claim will be supported with a statement providing detail on the rationale.