

**Lung Cancer Nursing UK (Hereafter LCNUK)
Policy on Representation and Nomination**

1. Background

LCNUK is regularly invited to put forward individuals to represent it on committees, working parties, projects and other groups. LCNUK can also be asked to nominate individuals to sit on Committees, working parties, projects and other groups in an individual capacity. In addition, individual LCNUK members, in particular committee members are often approached directly to sit on such groups.

Each of these situations can provide opportunities to LCNUK in terms of increasing its profile and extending its influence. Similarly, they can offer opportunities to individuals in terms of their profile, reputation and career development. However, there are also risks involved in individuals representing LCNUK with other organisations.

This document clarifies the policy and expectations of LCNUK in each of these situations.

2. Approaches Made to LCNUK

2.1. Prioritisation

The Chair of LCNUK Committee will discuss the invitation for LCNUK representation and decide its level of priority in accordance with LCNUK objectives. Where the priority is high, every effort will be made to identify a representative. For lower priority, LCNUK will only accept the invitation if it can readily find a representative.

2.2 Selection

Individuals invited by the LCNUK to represent on any group or body are acting formally on behalf of LCNUK. They are selected by the LCNUK and can be replaced / substituted by the LCNUK at any time.

Selection is based on knowledge and expertise needed for the role balanced with the need to develop a wider group of people experienced in representing LCNUK. Selection maybe through the following routes:

- Individual with known interest/expertise (e.g. via LCNUK committee)
- Request for volunteers/nominations via LCNUK mailing to the membership

2.3 Expectations of LCNUK representatives

Individuals selected to represent LCNUK are expected to:

- Act as an ambassador for LCNUK
- Represent the views of the organisation, seeking input where relevant and practical in advance from other colleagues and bringing issues back to the LCNUK Committee for input and advice
- Liaise with the LCNUK Committee such that LCNUK has a record of activities it is involved with and so that broader organisational opportunities can be capitalised on where relevant on the advice of the LCNUK Committee
- Provide a short report to each LCNUK committee meeting (4 times per annum). Representatives will be sent a reminder to complete their report at least 2 weeks in advance of each LCNUK committee meeting
- Ensure formal approval is sought from the LCNUK committee for any materials, press releases or other programme where it is proposed to use the LCNUK name/logo according to the LCNUK endorsement policy. In some cases the LCNUK may wish to make a charge for

endorsement or the use of a logo so a formal application to the committee will be required with appropriate time to review the proposed resource/material. If in any doubt members should contact the Chair of the LCNUK for clarification. Where the chair of the LCNUK has concerns these should be raised with the trustees

The appointment of individuals selected to represent LCNUK will be confirmed/reviewed at LCNUK committee meetings and presented on a template. Representatives are asked to conduct themselves professional at all times, represent the views and opinions of the LCNUK and ensure that they adhere to the NMC code of conduct.

2.4 Monitoring & reporting

Details of national groups and bodies where the LCNUK is formally represented will be included on the LCNUK website and in the annual report of the trustees.

2.5 Payment of expenses & indemnity

LCNUK wherever possible will make arrangements for travel expenses to be claimed directly from the host organisation. Where the host organisation is not willing to pay fees and expenses, LCNUK will consider paying them at the discretion of LCNUK chair in accordance to the relative priority of the project. Any individual formally representing the LCNUK (i.e. instructed to do by the Charity) is covered by the charity's professional indemnity insurance.

3 Nomination of Individuals

LCNUK will seek permission from any individual before putting their name forward to another body or group.

LCNUK is not able to pay locum fees (or an agreed honorarium towards loss of earnings).

Travel expenses cannot be reimbursed in situations where an individual is acting in an individual capacity and not as a representative of LCNUK. LCNUK would however welcome feedback and updates, within the bounds of confidentiality, from the initiative, such that any relevant opportunities for the LCNUK can be capitalised on.

4 Approaches Made to Individuals

Approaches made to individuals to sit on groups / bodies are the business of that individual not the LCNUK. It is, however, immensely valuable for the LCNUK in terms of intelligence and potential opportunities, (where individuals feel it is appropriate) for the LCNUK to be informed of groups / bodies that they are involved with and / or that relevant opportunities are passed onto the LCNUK via the committee. It can also be immensely valuable to the LCNUK if such individuals can support and promote the agreed views and interests of the LCNUK in such situations.

Individuals, particularly where he / she is a LCNUK Committee member should be aware that whilst they may see themselves as acting in a personal capacity, their role can be interpreted by the group / organisation as acting on behalf of the LCNUK. Individuals should therefore take responsibility for clarifying that they are not representing any organisation and encourage groups / organisations to talk directly to the LCNUK where relevant. Organisations should be advised that if they want a LCNUK

representative, they should write directly to LCNUK to request that the organisation puts someone forward to represent them.

From time to time committee members may be approached by organisations for support of a particular of a particular product or initiative. Committee members should be aware that their role as a supporter could be interpreted by organisations as acting on behalf of the LCNUK. Any such enquiries for endorsement should be directed to the secretariat for formal review by the LCNUK committee according to the endorsement policy.

To protect LCNUK representatives from being harassed by commercial organisations the LCNUK will no longer publish its list of the names of representatives from the committee but instead publish on the website a list of organisations with whom the LCNUK collaborates with.

Any member of LCNUK who is approached by a pharmaceutical company for support or feedback on NICE or other committee reviews/appraisals is required to submit the following response:-

Unfortunately, I am unable to share any information about the Appraisal/Review and the views of LCNUK on this issue as we are bound by a confidentiality agreement in terms of our representation on this group. There are explicit instructions by LCNUK that all discussions relating to [NICE appraisals/organisation review] remain confidential unless we are putting out a position statement on behalf of LCNUK which would then be in the public domain.

We do this in order to maintain the integrity of our representation as a professional body to [organisation].

Any committee members wishing to provide a personal opinion must make this clear in writing to the organisation concerned that they are not representing the opinions of LCNUK.

Date of Review by LCNUK Committee: September 2022

Date of Review and approval by LCNUK trustees: