

Definition

The Lung Cancer Nursing UK (LCNUK) Steering Committee is responsible for leading, developing and implementing the activities of the charity.

The LCNUK Steering Committee provides leadership and professional guidance. It aims to inspire, motivate, and provide the appropriate direction to the membership and external groups to achieve the Charity's mission - To raise the profile of lung cancer nursing and the needs of people with lung cancer and Mesothelioma by being a respected and influential organisation both nationally and internationally. It achieves this by providing an expert resource for nurses throughout the UK and is a powerful voice of lung cancer nursing through representation on key strategic groups. Steering Committee members are regularly approached to provide a nursing perspective at both national and international conferences and meetings.

The LCNUK Steering Committee is accountable to the LCNUK trustees.

The Trustees are responsible for providing the financial, governance and performance management framework within which the LCNUK operates. The trustees, in accordance with the Charities Act, are 'the people responsible under the charity's memorandum and articles of association for controlling the management and administration of the charity'.

Composition of the LCNUK Committee

The Steering Committee shall consist of not more than twelve elected members and the LCNUK Operations Team supports the committee and Chair.

The Steering Committee shall have the power to co-opt up to 2 additional members as it sees fit for a period of up to three years. This may include the immediate past Chair plus any additional experts that the LCNUK Steering Committee deem necessary.

Powers and Responsibilities

The Steering Committee supported by the Chair shall be responsible for:

- Formulating recommendations for the trustees on the strategic direction of the LCNUK and its short, medium, and long-term business plans
- Securing the funding and other resources required to deliver the agreed strategic direction and business plans.
- Communicating the Charity's vision and plans to the membership and external stakeholders.
- Implementing the approved annual business plan, reporting progress and any deviations to the trustees
- Identifying and responding to business opportunities as they arise, seeking approval from trustees for any activity outside the agreed business plan.
- Determining and making recommendations on LCNUK membership schemes, fees, and packages of benefits to the trustees.
- Contributing on behalf of LCNUK membership to the aims/scope, editorial policies/ strategies, and annual business plan
- Managing the appointment process for its elected members.
- Identifying and recommending suitable candidates for Chair and the Committee to the trustees.
- Allocating and where appropriate delegating responsibilities within the Steering Committee, ensuring role descriptions and/or agreements are in place for each lead role (and any other delegated responsibilities) and are approved by the Trustees.

- Establishing sub committees and other working groups as required to conduct the charitable activities of the Charity and ensuring terms of reference are in place and approved by the trustees.
- Succession planning for the Steering Committee and its sub committees
- Identifying the operational and other support required by LCNUK and making recommendations to the Trustees on the best means of delivering this (e.g. staff, contractors)
- Ensuring all LCNUK activities are conducted in line with agreed LCNUK strategic direction and policies/procedures.

Qualifications and Training

Committee members must be a full member of LCNUK meeting the criteria for membership. All members of the LCNUK Committee are expected to abide by the NMC code of conduct and act as ambassadors of the organisation.

For those taking up officer positions of Chair, Vice chair and vice-chair elect LCNUK will endeavour to provide appropriate training/advice including but not limited to:-

- Chairing effective meetings
- The role of the trustee

Elected Steering Committee Members

The length of office for a steering committee member is three years. A steering committee member may serve a maximum of 3 consecutive terms of office subject to successful re-election by the membership.

Thereafter, the member is entitled to reapply for steering committee membership following an absence of three years provided the steering committee are convinced they are adding unique value and are not putting a barrier in the way of new people joining the steering committee. No member shall serve more than 4 terms of office in total, unless a resolution is passed by the trustees authorising election for a further term.

When a Steering Committee vacancy occurs, either by resignation or completion of a term of office, nominations for membership will be requested from LCNUK members by the Chair. To be eligible to stand for election to the Steering Committee a member must be a formal voting member of LCNUK and be aware of and willing to accept responsibilities of the office and to work within the guidelines and policies of the organisation. The elected members shall be the only members of the LCNUK Steering Committee with voting rights.

If the number of nominees corresponds to the number and nature of the Steering Committee vacancies, then those nominees will be elected automatically to the committee without recourse to a vote. If the number of nominees exceeds the number of places available, members will be invited to vote for as many candidates as they wish up to a maximum corresponding to the number of available vacancies. No voting preference will be required. Votes not received by the closing date, will be invalid. The appropriate number of nominees with the highest votes cast will be elected to the available places on the Steering Committee.

If insufficient nominations are received for the Steering Committee, or no nominations received for the Chair, the Trustees will review the situation and decide on the viability of the LCNUK in light of the lack of leadership interest and agree how positions should be filled if appropriate.

Chair

To be eligible to stand for election as Chair, a nominee should be a member of the Steering Committee and have had carried out at least a term as Vice Chair (3 years) in advance of the end of the sitting Chair's term of office. A chair shall be appointed from within the LCNUK elected members.

The Chair's term of office shall be up to three years from the date of his / her appointment as Chair. The Chair shall be an ex-officio member once his / her elected term is complete. The Chair may serve a maximum of two consecutive terms of office. The appointment of a new Chair commences at the conclusion of the annual LCNUK conference.

The responsibilities of the Chair shall be specified in a role description approved by the trustees.

Vice Chair

The role of the vice chair is to support the chair in the day-to-day activities of the chair.

The Vice Chair shall be appointed by the Steering Committee. The Vice Chair's term of office shall usually be up to three years from the date of his / her appointment as Vice Chair. There is no limit to the number of terms the Vice Chair can serve provided he / she remains an elected member of the Steering Committee.

It is expected that the vice chair is the successor to the chair and will take over as chair upon the completion of the term of office of the chair. If the vice chair does not wish to take on the role either during the term of office of vice chair or at the completion of the term of office, they must advise the chair as soon as possible. If the vice chair declines to take up the post of chair, then the position will be offered to the vice chair elect.

Vice Chair elect

A Vice chair elect will be appointed and will support the existing vice-chair and chair in the delivery of their duties. The vice chair elect will be appointed as the incumbent vice chair upon completing their term of office or resigns from their post. Nominations for the Vice Chair elect shall be presented in writing to the current Chair. Following receipt of nominations, an unopposed nominee for Vice Chair elect will be presented to the Trustees for their approval and consequent to that, elected as Vice Chair elect. In the event of there being more than one nominee, the Chair will write to all the Steering Committee informing them of such; a vote will be taken whereby each elected Steering Committee Member (excluding the nominees) shall have one vote each. The nominee with the highest number of votes cast will be presented to the trustees for their approval and consequent to that, elected as Vice Chair elect. In the event of a tied vote the current Chair will have the casting vote as to which candidate is presented to the trustees. The current Chair will notify the Steering Committee of the outcome of the process. Generally, the appointment of a new Vice Chair elect commences at the beginning of the year.

The appointment of the chair, vice chair and vice chair elect are subject to approval by the Board of Trustees. The Vice chair and Vice Chair Elect must be elected members of LCNUK. If they fail to be re-elected following the completion of their term of office they forfeit their role as Vice Chair/Vice Chair Elect.

Removal of Steering Committee Members

Any member of the Steering Committee shall cease to hold office if he / she:

- ceases to be a member of LCNUK.
- becomes incapable by reason of mental disorder, alcohol, illness or injury of managing and administering his own affairs.
- resigns his office by notice to the Chair, or in the case of the Chair by notice to Chair of the Trustees.
- is absent without the permission of the Steering Committee from three consecutive meetings and the Steering Committee resolve that his/her office be vacated.
- Receives a vote of no confidence or is deemed to have brought the Charity into disrepute and is asked by the Chair to resign. The member concerned may appeal to the Trustees.

Steering Committee Proceedings

The Steering Committee shall meet regularly (virtually or in person), at least three times a year. Steering Committee members will be expected to attend at least 3 meetings a year.

A meeting of the Steering Committee may be held in person or by suitable electronic means agreed by the members in which, all participants may communicate simultaneously with all other participants.

A quorum of the Executive shall be six elected members.

Decisions made by the Steering Committee shall be by simple majority verdict unless otherwise specified in these terms of reference. All elected Steering Committee Members shall have equal voting rights. In the event of there being a tied vote, then the Chair will have an additional casting vote.

Conflicts of interest will be declared each year in line with the LCNUK conflict of interest policy.

All Steering Committee Meetings are to be minuted, with the minutes to be presented at the next Steering Committee Meeting, and ratified by the Committee as agreed, and then signed off by the Chair. Minutes are approved by the Chair and are to be circulated to Trustees within 2 weeks of a Steering Committee meeting. Any changes to the minutes are to be communicated to the trustees within two weeks of the minutes being ratified.

Steering Committee Expenses

All reasonable **standard class** travel costs incurred by the individual will be reimbursed for Steering Committee members attending Meetings and sub-Committee Meetings. Expenses will be paid upon presentation of a completed LCNUK expenses claim form. Car travel costs will be reimbursed at a rate of 45p per mile and rail or air fares will be refunded at standard class upon presentation of a valid receipt.

Agreed by LCNUK Steering Committee: May 2021

Approved by Trustees: June 2021

Next Review Date: June 2024