****

**RWPN Management Committee**

**Terms of Reference**

1. **Purpose of the management committee**

To have oversight, be responsible for, and make decisions regarding the operations of RWPN on behalf of its members and in accordance with RWPN’s constitution.

These responsibilities may be led by designated members of the committee but are decisions held by agreed common consent. These responsibilities include:

* Deciding policy and direction, where appropriate, in consultation with the membership; planning and executing activities that further the aims of RWPN, including but not limited to: events, training, information, responding to crisis situations (e.g. Covid 19), policy guidance (except where these policies are within the Terms of Reference of the Registration and Professional Standards Committee – see below)
* Making policy and setting procedures required for the day-to-day running of the organisation, including, but not restricted to: data and information management; safeguarding; conflict of interest; equality and diversity; planning and provision of training for the committee
* Financial oversight: holding of funds; managing cash flow; financial planning, including budgeting; authorising expenditure in line with committee instructions; liaising with RWPN’s accountants; oversight of day-to-day financial affairs; submission of annual accounts to Companies House; reporting of accounts at an annual general meeting
* Having oversight of those outside the committee who undertake work for RWPN, whether in a paid or voluntary capacity
* Liaising with, provide information to, and acting on decisions from RWPN’s Registration and Professional Standards Committee, where these decisions have been delegated to that committee by their own Terms of Reference
* Ensuring the Annual General Meeting is run in accordance with the constitution
1. **Membership of the Committee**
* All members of the committee must be members of RWPN
* The majority of the committee are expected to hold a qualification in vision rehabilitation or habilitation
* The committee must hold representation from the four nations of the United Kingdom; the representative from Wales must be nominated by the Welsh Rehabilitation Officers Forum. Additionally, rehabilitation or habilitation committee members working in England may also be nominated and represent one of the autonomous (i.e. independent from RWPN) regional networks of practitioners in England. Committee members who are such representatives will liaise, wherever possible, with practitioners within their nation/geographic area to ensure RWPN is in touch with its membership
* At least one member of the committee must represent the interests of Vision Habilitation Specialists.
* One member of the committee should represent the interests of Deafblind people and services
* One member of the committee should lead on RWPN’s approach to equality, diversity and inclusion. Ideally this person should have lived experience of one of the protected characteristics within the Equality Act.
* Members of the committee must include those with lived experience of blindness or low vision
* Other people may be co-opted to the committee by agreement of the committee, provided they are members of RWPN.
* Membership has no fixed term. Where a committee member represents a nation or region they are encouraged, every three years, to consult with that constituency on their continued endorsement or a wish to request alternative representation.

Quorum for meetings is four members of the committee.

1. **Designated offices within the committee**

The management committee has four designated roles. These are Chair, Vice-chair, secretary and treasurer. There is no fixed term of office for office holders. However, the committee will nominate these roles to be ratified annually at an Annual General Meeting.

**Chair**  - to set the agenda and chair committee meetings; to act on behalf of and represent the committee in liaising with external bodies in whatever format is most appropriate to further the aims of RWPN (except where this role is within the remit of the Registration and Professional Standards Committee); to liaise with RWPN’s administrative support in the day-to-day running of RWPN

**Vice-chair** – to deputise for the chair when the chair is absent, except where delegated to other members of the committee

**Secretary** – to minute and record meetings of the committee

**Treasurer** – to take lead responsibility for all matters relating to financial oversight (as outlined above); to provide information to the committee to assist them in their collective obligations in relation to this oversight; to liaise with RWPN’s administrative support in the day-to-day running of RWPN finances

1. **Accountability**

The management committee is accountable to its membership.

1. **Time Commitment**

The committee will meet three times a year to conduct regular business. Two of these meetings are held by video conference and one in-person (but with the option to join remotely). Meetings will normally take between 2-3 hours. Wherever possible, committee members are encouraged to attend, in person, RWPN’s AGM/annual seminar event, to represent the committee to our members.

1. **Required Knowledge and Skills**

RWPN requires that the range of sector-specific, financial, business and communication knowledge and skills held by committee members is commensurate with the effective running of RWPN. The committee should, at regular intervals, examine gaps in their collective knowledge to remedy any identified short-comings.

1. **Application for membership of the committee**

Where new members of the committee are proposed the new member will be required to submit a brief statement outlining what knowledge and skills they will be bringing to the organisation through membership of the committee.

1. **Conflict of Interest (CoI)**

All members of the committee must declare any conflicts of interest at the start of all meetings, based on the agenda items to be discussed.

1. **Data Protection**

Members of the committee may be dealing with sensitive information about its members and about the public in the course of their work on the committee. All members of the committee must comply with RWPN’s data protection policy.

1. **Remuneration**

This role is undertaken on a voluntary basis. However an honorarium, at an agreed rate, may be paid to a committee member where the committee unanimously agrees that some form of remuneration is due in acknowledgement of work undertaken on behalf of RWPN. All reasonable travel and accommodation costs will be paid to committee members.

This policy was agreed by the RWPN management at a meeting on 22 September 2022 and amended September 2023