

National Council

The National Council is the representative body of the Fellowship comprising an elected representative from each English region and two representatives from Scotland and from Wales.

National Council will meet at least once a year to review activity and share information. The Chief Executive Officer of the charity will attend meetings of the National Council and Central Office staff will service full National Council meetings. Minutes from the meeting of the National Council will be widely circulated to Representatives, Development / Fellowship Officers and to the trustees of the charity and will be posted on the website.

The Chairman of the Board of Trustees or Vice Chairman will attend and chair meetings of National Council in a non-voting role to communicate the business of the trustees to the representatives and to communicate issues from the countries, regions and branches to the trustees. The charity Chairman and Vice Chairman are not entitled to vote on issues debated by National Council.

The National Council must work within the constitution and the objects of the charity:

- supporting the activities of the charity
- nominating trustees to the Board of Trustees
- communicating the policies of the charity to branches and members
- representing the views of branches and members and communicating these to the Board of Trustees
- developing initiatives to open new branches and increase membership
- developing initiatives to achieve the business plan and strategy of the Fellowship in conjunction with the Chief Executive and Development / Fellowship Officers
- sharing good practice
- identifying opportunities to liaise and work with similar organisations for the benefit of the members
- communicating the views and requirements of local NHS Authorities
- acting as an advisory body to the charity and the Board of Trustees
- providing an annual report to the Board of Trustees for production at the AGM of the charity on the activities of the branches of the charity

The National Council will nominate between four and six members of the Fellowship as trustees of the charity. England, Scotland and Wales should have at least one elected Trustee who is able to report on the issues for each of the three countries to the Trustee Board.

Liaison Groups and other meetings of Country / Regional Representatives

Representatives will meet locally in the following area groups:

Southern Liaison Group (South of England)

Northern Liaison Group (North of England),

Scottish Federation (Scotland) and the

All Wales Liaison Committee (Wales).

The Chief Executive will normally attend these meetings, and the Development / Fellowship Officers for the country / region will attend, participate in and service these groups. Notes from these groups will be circulated to all Regional Representatives, the Board of Trustees and to the Central Office

The Country / Regional Representatives will:

- liaise and work closely with the Development / Fellowship Officer in all activity within the country or region
- determine a development strategy for the country or region in conjunction with the Fellowship/ Development Officer
- communicate information from National Council and the Board of Trustees to branches
- communicate and represent the views of the members and branches in the Region / Country to the National Council.
- establish and maintain contact and communication with NHS Employing Authorities in the Region/Country in conjunction with Branch Executive Officers and Development/ Fellowship Officers
- attend meetings of the National Council.
- participate in meetings of either the Southern Liaison Group or the Northern Liaison group, the Scottish Federation or the All Wales Liaison Committee, to discuss and share information and good practice, to identify local development initiatives and action.
- call and chair meetings of regional Branch Officers, normally chaired by the Regional Representative, in order to identify matters which need to be raised at the National Council and to report on those matters previously discussed. (England)
- maintain contact with all branches in the Region/Country, including visits to branches, ensuring that communications from Central Office are accurately disseminated to branch members.
- work with the Chief Executive, Development / Fellowship Officers and branches to ensure that maximum publicity is given for Fellowship activities, either through NHS Authorities, newspapers, newsletters or in the local press and local radio.
- identify areas where a new branch could be established with the Fellowship / Development Officer, and agree a plan of action
- encourage branches to arrange regional meetings, events and conferences from time to time.
- work within available funds, ensuring financial viability and organisational integrity of regional / country meetings, conferences and other events.
- ensure that branches and individual members operate within the objects of the charity and the bounds of the constitution and adhere to the bylaws and policies and procedures of the NHS Retirement Fellowship
- participate in the nomination process for the election of Trustees to the Board of Trustees.