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## **RCM Student Midwives Forum** **Terms of Reference**

### **Purpose**

The RCM Student Midwives Forum (SMF) debates and discusses issues affecting student midwives at local and national levels to inform the work of the RCM on behalf of student midwife members.

### **Objectives**

- To identify and debate issues of interest and concern to student midwives and agree the course of action required
- To contribute to and actively support the development of formal links between University Midwifery Societies, RCM Branches and the RCM
- To be the face and voice of student midwives in the RCM
- To contribute to Midwives magazine, e-zines and other RCM communications and actively encourage contribution from midwifery societies
- To review existing Student Midwife membership offer and make recommendations on improving the offer. This could include the development of guidance on issues of interest and concern to student midwives;
- To ensure effective monitoring and evaluation of the work undertaken by the RCM Student Midwives Forum;
- To agree and Chair the programme of the RCM Student Midwife stream at Annual Conference;
- To assist with the dissemination of the work of the group both internally within the RCM and externally



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### **Membership**

The membership of the RCM Student Midwives Forum will be:

- 1 student midwife (North of England)
- 1 student midwife (Midlands and East)
- 1 student midwife (London)
- 1 student midwife (South)
- 2 student midwives (Wales)
- 2 student midwives (Northern Ireland)
- 2 student midwives (Scotland)

Supported by;

- RCM Regional/National Officer (Vicky Richards)
- RCM Administrator (Pri Patel)

Members are elected by RCM student midwife members in the relevant country and region.

Members will be elected for a period of two years or until graduation if that comes sooner.

With consensus, the Forum will have the ability to co-op ad-hoc members onto the group when additional expertise/knowledge is required.

Members will not have the option to send a deputy if they cannot attend a meeting.

The working Group will be chaired by a student midwife member of the Forum for two meetings and be supported by a Vice Chair. Individuals will nominate themselves for these positions; a vote will be taken by the group to elect both roles. Once elected, they will only be elected for a maximum of two terms of office. The Chair will be responsible for chairing the meetings and, following review by the group, approving the minutes.

### **Frequency of Meetings**

The Student Midwives Forum will meet four times per year. The meeting dates and venues will be agreed by the Student Midwives Forum at its meetings or through consultation in the period between meetings. Additional meetings can be agreed.

### **Conduct of Meetings**

The Student Midwife Forum will be serviced by the RCM Vicky Richards, National Officer, and Pri Patel, Administrator.

The meeting actions will be circulated no later than two weeks after the Student Midwife Forum meeting along with a request for items for the next meeting. Agendas and papers will be sent out 1 week prior to the meeting.

The Student Midwives Forum will agree who will receive copies of the meeting actions outside of the group.



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A member must not miss two meetings or they may be removed from the Forum due to inactivity.

### **Communication**

The Forum is accountable to the RCM Senior Team (Executive Directors and Country Directors.) A quarterly report will be submitted to the Senior team and must be submitted to the Administrator two weeks prior to all meetings taking place

### **Inter-relationship with other RCM Networks**

Two members of SMF will sit on the RCM Advisory Forum.  
The SMF Chair will be invited to the Leaders Forum meeting.

### **Financial Support**

The SMF will receive financial support from the RCM. This support will include, travel and subsistence third party expenses, lunch and refreshments for meetings, room hire if required and SMF attendance at RCM Annual Conference.

### **Review of Terms of Reference**

**The Terms of Reference will be reviewed annually** but modifications may be proposed and adopted at any meeting of the Student Midwives Forum.

Dated: September 2020  
Review Date: September 2021