



Royal College
of Midwives

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 the Digital Midwives magazine, the student newsletter and other RCM communications and actively encourage contribution from midwifery societies.
- To contribute to podcasts and webinars where a student voice is required.
- 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 participate and chair sessions at the Education and Research Conference, advising on student facing sessions.
- To assist with the dissemination of the work of the group both internally within the RCM and externally.



Royal College
of Midwives

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 six months and supported by the 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 the Vice Chair will be responsible for noting action points within the meeting and circulating the action points within one week.

Frequency of Meetings

The Student Midwives Forum will meet twice per year face to face pending restrictions for a full day and will meet virtually once a month for two hours. Dates will be circulated at the start of the year and venues for face to face meetings will be agreed in consultation with the Student Midwives Forum. Additional meetings can be agreed.

Conduct of Meetings

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



Royal College
of Midwives

The meeting actions will be circulated no later than one week after the Student Midwife Forum meeting. The 3 key points of virtual meetings will be sent no later than one week prior to the virtual meeting.

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

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). Quarterly reports will be prepared to update the Executive team.

Key points and themes will be shared with Directors and Regional Heads for distribution within their teams.

Inter-relationship with other RCM Networks

The Chair will sit on the Student Midwife Working Group.

Financial Support

Reasonable travel and subsistence for face-to-face SMF can be claimed by completing the third party expense form and providing receipts.

Accommodation for RCM Annual Conference will be arranged by the conference team.

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: January 2022
Review Date: January 2023



The Royal College of Midwives Wales
Unit 13b Drake Walk
Brigantine Place
Atlantic Wharf
Cardiff
CF10 4AN



Open 24 hours a day, 7 days a week
T: 0300 303 0444
E: info@rcm.org.uk
W: www.rcm.org.uk



Chief Executive:
Gill Walton,
MA, PGDip, BSc Hons, RM
President:
Rebecca Davies, RM
Patron:
HRH The Princess Royal