



**HOSPITAL CATERERS ASSOCIATION**  
*Food is the Best Form of Medicine*

### Schedule 3

## Standing Orders for Honorary National Chair

### 1. APPOINTMENT

- 1.1 The Association shall appoint a National Chair from Council at the Annual General Meeting.
- 1.2 The National Chair shall only be elected for one year. The National Chair may be re-nominated as National Chair for a further year. (rule 17 &18)

### 2. KEY REQUIREMENTS

- 2.1 To provide leadership to the Association and National Council.
- 2.2 To ensure that the Association complies with its legal and regulatory obligations and establishes a robust governance framework to support compliance and uphold and promote the Association's Constitution and Rules and Standing Orders.
- 2.3 To be the official head and public spokesperson for the Association and seek to influence, lobby and advise external agencies.
- 2.4 To develop and maintain effective relationships with others in relation to ensuring the promotion of the Association, e.g. members, patrons, customers of catering services (e.g. patients, staff and visitors), NHS colleagues, Catering Suppliers, other Professional Organisations and Associations, etc
- 2.5 To uphold the highest standards of integrity and probity

### 3. MAIN DUTIES

- 3.1 To chair the National council meetings and set the agenda with Honorary National Secretary.
- 3.2 To take the lead role in overseeing the implementation of the strategy plans and maintaining the Risk Register.
- 3.3 To ensure a planned approach is adopted to identify future candidates for National Officer's posts, particularly responsible for succession planning into the role of Vice Chair
- 3.4 To encourage and promote membership by recruitment and retention nationally.
- 3.5 To liaise with the Honorary National Treasurer on a regular basis in order to be fully appraised in respect of the Associations finances.
- 3.6 To participate in the National Awards judging panel and Award the Chair's Choice Trophy annually.
- 3.7 To liaise with Public Relations provider to include:
  - To ensure media responses support the Associations Code of Conduct.
  - To approve media responses.
  - To compile article(s) for Hospital Caterer and any other media requirements.

- To undertake any radio or TV media requirements.

3.8 To encourage and promote the Association by marketing the Association at various events

3.9 To ensure an activity/ education programme supports the Strategy document to ensure the Association's funds are used for the benefit of the membership i.e. to maintain proof of our Mutual Trading status

#### **4 SUPPORTS TO BRANCHES**

4.1 To give guidance and assistance to Branch Officers as may be required in support of the aims and objectives of the Association.

4.2 To endeavour to visit all or as many as possible of the Regional Branches during term of office.

#### **5 COUNCIL MEETINGS**

5.1 Order of Business

The National Chair will:

- Agree the agenda for the Council meetings prior to circulation to council representatives.
- Add items to the agenda during a Council Meeting or postpone items until a later meeting.
- Ensure all activity and debates within the meeting is directed through the National-Chair
- Provide reports to Council with regards to any meetings undertaken on behalf of the Association, the venue, meeting details, and benefits to the Association, as included in the Standing Order for Council Meetings
- For any events/invitations that require funding (expenses, accommodation, etc) provide report to Council to request approval to accept invitations to represent the Association at events and seek approval (in accordance with Rule 27)
- Ensure the proposals of motions are as per the Standing order for Council Meetings

5.2 Minutes

- Once the minutes are confirmed, the National Chair will validate them, before taking matters arising on the agenda.

5.3 National Chair's Ruling

- It is the National Chair's responsibility to ensure that all voting at Council meetings are conducted in accordance with the Association's rules and as per the Standing order for Council Meetings
- The National Chair or other person presiding at any meeting of Council will, in the event of voting on any issue being tied, have a second or casting vote.

5.4 Interruptions

- If any member interrupts the speaker; uses abusive language; causes a disturbance or refuses to obey the National Chair when called to order, they shall be named by the National Chair. The member will be expelled from the meeting and not allowed to enter again until a satisfactory apology has been given.
- No member should leave the meeting before its conclusion without the permission of the National Chair.

#### **6. OTHER DUTIES**

- As directed by Council undertake other such duties and assignments as required.