



Schedule 2

Standing Orders for Honorary Vice President(s)

1. APPOINTMENT

- 1.1 At an Annual General Meeting of the Association, members of the Association may elect one or more Vice Presidents who have been nominated by Council. They shall be Honorary, Full or Full Life members of the Association at the time of the election. There shall be no more than 3 Vice Presidents holding office at any one time.
- 1.2 Once elected, any Vice President shall be invited, at the opening of each subsequent Annual General Meeting; to serve for a further year provided that continuation is supported by a resolution from Council. This will provide long term continuity within the Association.

2. KEY REQUIREMENTS

- 2.1 To ensure compliance of the Association processes and advise where necessary and to assist to remedy any failings.
- 2.2 To support compliance and uphold and promote the Association Constitution and Rules and Standing Orders.
- 2.3 To deputise for the President and President's duties as necessary and they assume the authority and responsibilities of the President during these periods of absence
- 2.4 To provide information, advice and professional information to the President.
- 2.5 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 support of President, and provide advice to Council, National Officers and Branch Officers,
- 3.2 To support the President, National Chair, National Officers and Council to uphold the aims of the Association and any agreed strategy(s).
- 3.3 To have a complete knowledge and understanding of the Constitution, Rules Standing Orders and Notes of Guidance of the Association.
- 3.4 To receive all Council, Executive and General Purposes Committee meeting Minutes and any other papers shall be provided. To discuss any significant implication with the President.
- 3.5 To be part of the formal presence of the Association which includes attendance at the annual Leadership Development Forum (LDF) and includes attendance at:

- The formal opening of the LDF and meet and greet and 'say farewell' to any dignitaries as directed by the Honorary National Secretary
 - To formally close the LDF in the absence of the President
 - The Annual General Meetings and sitting on the platform with the President and National Officers, to provide any advice. .
 - All LDF sessions and visit the trade exhibitions.
 - All LDF dinners during LDF and help entertain official guests of the Association.
 - Support the national awards judging process.
- 3.7 To undertake any investigation into any allegations of a serious breach of the Codes of Conduct (rule 4) or of Practice (rule 3) by any Officer or Member of the Association, as determined by the President. When the examination is made by persons nominated by Council, the Vice Presidents must jointly ensure the rigour and transparency of the examination and of the conclusions reached.

4 SUPPORT TO BRANCHES

- 4.1 A Vice President may be invited to support and chair Branch Study Days or attend Branch social events.