



## **Notes of guidance for the appointment of a President and Vice Presidents for the Hospital Caterers Association**

### **The Procedure**

When a vacancy occurs the procedure for the election of a President/Vice Presidents will be that the National Secretary will write to all branches, seeking nominations of suitable candidates by a closing date. Guidance on the criteria for nomination will be enclosed

Nominations for the position of President or Vice President should be supported by a one-page summary covering the candidate's background, professional achievements and suitability for the post.

Nominations will be shortlisted by Executive and either the President or the remaining Vice President who is not standing down, prior to a final selection by council.

Following Council's decision one of the presidential team will be asked to approach the selected nominee and report back to Council.

### **The criteria**

#### **President**

##### **1. General Background**

1.1 The Association shall select a President who has a background in public service, and/or who has served in high office either in government or a similar institution. Knowledge of how to access government to support the Association and a catering background would also be an advantage. The person appointed should understand the structure and purpose of the Association and represent its views to others. They should be capable of upholding and enhancing the traditions and standing of the Association.

1.2 The President, having been once elected at an Annual General Meeting (AGM) shall be invited at the opening of each subsequent AGM, to serve for a further year provided this continuation is supported by a resolution of Council. It is hoped that the appointed person, being eligible for an extended appointment, will provide a stable, continuing presence within the Association and in the environment in which it seeks to achieve its aims.

#### **Vice Presidents**

##### **2. General Background**

2.1 The Association shall select Vice Presidents who have extensive experience of directly managing NHS catering services at senior level. They must also have been active full members of the Association for a minimum of twelve years, and have given significant support to the Association throughout this time. This support should include having been.

- a national officer
- a member of Executive Committee
- a member of Council
- conference/Forum Secretary/Treasurer
- the Chair of a HCA working group

There should be a lapse of at least one year between vacating a national office and election as a Vice President. The Council could consider a potential candidate for Vice President who would meet the criteria above, and who has exceptional experience of the Association, its Rules & Constitution and who would follow the standing orders for Vice President.

- 2.1.1 Vice Presidents should be committed to Healthcare Catering as a profession and to the Association.
- 2.1.2 Vice Presidents should be both qualified and capable of keeping the President fully apprised of catering practice and standards. They should be able to give a complete appreciation of the changing professional, organisational and political environment in which hospital catering is managed. They should also to be able to identify the impact of changes on the members of the Association.

Approved at Council Meeting held 21<sup>st</sup> November 2017