



HOSPITAL CATERERS ASSOCIATION
Food is the Best Form of Medicine

Schedule 3

Standing Orders for Honorary National Chair

1. Appointments

- 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. (see rule 17 &18)

2. National Chair Duties

Apart from any duties allocated by the council of the Association, it will be the duty of the National Chair to:

- 2.1 Give National and Branch Officers such guidance and assistance as may be required in support of the aims and objectives of the Association.
- 2.2 Ensure the business of the Association is conducted in accordance with the Association's standing orders, rules and constitution.
- 2.3 Chair the council meetings of the Association and in the absence of the Vice-Chair chair Executive Meetings of the Association.
- 2.4 Ensure a planned approach is adopted to identify future candidates for national officers posts.
- 2.5 Ensure an activity/educational programme is planned and published.
- 2.6 Provide leadership and direction to members at meetings and activities.
- 2.7 Encourage and promote membership and recruitment nationally.
- 2.8 Participate in the National Awards judging panel and Award the Chair's Choice Trophy annually.
- 2.9 Liaise with the National Treasurer on a regular basis in order to be fully appraised in respect of the Associations finances.
- 2.10 Endeavour to visit all or as many as possible of the Branches during term of office.

- 2.11 Liaise with Public Relations provider; ensuring media responses support the Associations Code of Conduct. Approve media responses; compile article for Hospital Caterer and any other media requirements, for example. Radio programmes, etc

3 Order of Business

- 3.1 The National Chair will agree the agenda for the Council meetings prior to circulation to council representatives.
- 3.2 The National Chair may add items to the agenda during a Council Meeting or postpone items until a later meeting.
- 3.3 All activity at Council Meetings shall be directed through the National Chair.

4 Minutes

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

5 National Chair's Ruling

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

6 Interruptions

- 6.1 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.

Approved at Council Meeting held 21st November 2017