



## **Standing Orders for Honorary National Vice-Chair**

### **1. Appointments**

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

### **2. National Vice-Chair Duties**

Apart from any duties allocated by the council of the Association, it will be the duty of the National Vice-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 General Purpose Meeting and Executive Meetings of the Association and in the absence of the National Chairman chair Council 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 Carry out duties/tasks as delegated by the National Chairman.
- 2.9 Ensure that the Associations Strategy Document is reviewed annually by the General Purposes Committee and that the reviewed Strategy Document is approved by Council.
- 2.10 Manage and keep a record of the applications for the Burlodge Bursary and the HCA Training and Development Bursary.

### **3. Order of Business**

- 3.1 The National Vice-Chair in the absence of the National Chair will agree the agenda for the Executive/GP/Council meetings prior to circulation to council representatives.

3.2 The National Vice-Chair in the absence of the National Chair may add items to the agenda during an Executive/GP/Council Meeting or postpone items until a later meeting.

3.3 All activity at Executive/GP/Council Meetings shall be directed through the National Chair.

#### 4. **Minutes**

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

#### 5. **National Vice-Chair's Ruling**

5.1 It is the National Vice-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 Vice-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 Chairman.

#### 7. **Vice Chairman**

7.1 The National Vice-Chair will be considered National Chair Elect of the Association and will preside at meetings in the absence of the Chair.

7.2 In the absence of the National Chair and National Vice-Chair, a deputy will be elected from the National officers and they will preside for that meeting only.

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