



HOSPITAL CATERERS ASSOCIATION

Food is the Best Form of Medicine

Schedule 1

1. Appointments

1.1 At an Annual General Meeting of the Association, members of the Association shall elect a President who has been nominated by the Council. The person appointed shall have a background which enables them to understand the structure and purpose of the Association, to effectively represent its views to others and uphold and enhance the traditions and standing of the Association.

1.2 Once elected the President shall be invited at the opening of each subsequent Annual General Meetings, to serve for a further year provided this continuation is supported by a resolution of Council. This will help provide a stable, continuing presence within the Association.

2. General Overview.

2.1. The Council may request the President to carry out any specific duty that is appropriate to the role. Any such request shall be conveyed to the President by the National Secretary or as resolved by Council.

2.2. The President has the duty and right to give to the Association, through its National Officers, Council or the Association as a body at a General Meeting, any advice, guidance or assistance that may be required to pursue the aims of the Association. This may be initiated by the President or sought by individual National Officers or by Council.

2.3. Copies of Council and Executive meeting minutes and any other papers shall be provided to the President as they become available. This will enable them to monitor the management and activities of the Association, and satisfy themselves that the requirements of the Constitution, Rules and Standing Orders are being fully met. They shall be supported in this aspect of their role by the Vice Presidents.

2.4. The President may attend any Council Meeting or any other meeting or gathering organised by the Association nationally or by any Branch. They may call for the convening of Council (under rule 35) or a meeting of National Officers. The National Secretary shall make the necessary arrangements. If the conduct of any meeting is subject to the control of a Chairman, the President shall be invited to take over this role but may chose not to accept.

2.5. 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 outlined in rule 11 may be examined by the President, actively supported by at least one of the Vice Presidents and any others invited by the President. Alternatively examination of the facts may be made by persons nominated by Council. The decision as to which option to follow shall be made by the President in consultation with the Vice Presidents who jointly must ensure the rigour and transparency of the examination and of the conclusions reached.

3. The Annual General Meeting

- 3.1. The President shall preside at the Annual General Meeting of the Association and at any other General Meeting convened as provided for by the Rules of the Association. They may under (rule 34 k.) accept for discussion any resolution or any motion proposed by Council or any Full Member that was not included on the Agenda previously circulated for the meeting. Motions so accepted shall be deemed to be in the best interests of the Association and to have not been submitted as provided for by the Constitution for a valid reason.
- 3.2. The President shall refuse to admit any motion that does not support, advance or comply with the Aims of the Association.
- 3.3. The President shall ensure that all voting at a General Meeting is conducted in accordance with the Association's Rules. If votes in support of and against any resolution are shown to be equal the President may either determine the matter or rule that it be referred to Council for further consideration and recommendation prior to the next General Meeting.
- 3.4. The Association's Rules give the President authority to maintain good order during meetings. If any member interrupts a speaker; uses abusive language; causes a disturbance or refuses to obey the President when called to order, the President may name them. The member will then be expelled from the meeting and not allowed to enter again until a satisfactory apology has been given and the President is satisfied that no repetition of the offending action will occur.

4. The Annual Leadership & Development Forum

- 4.1 The President has a central role at the Annual Leadership & Development Forum of the Association. They should formally open and close the Leadership & Development Forum, welcome the official guests of the Association and introduce those who will make a contribution to the opening ceremony.
- 4.2. All those attending the President's Dinner are formally received by the President and National Chairman. Their partners may also take part in this traditional reception.
- 4.3. If at any President's Dinner a Toast Master is not present, the President is responsible for calling for order and introducing those invited to speak. The President is called upon to propose the Loyal Toast and also to reply to the Toast to the Association, which is proposed by a distinguished guest.
- 4.4. It is hoped that the President will attend the Branch Dinner on the other night of the National Leadership & Development Forum but their formal duties on this occasion are limited to proposing the Loyal Toast.
- 4.5. As part of their duty to represent the Association, the President is expected to visit, with the National Chairman and Vice Presidents, the stands that form the Trade Exhibition organised in conjunction with the Annual Leadership & Development Forum. During these visits it is the President's responsibility to identify the best stand and present the Trophy.