



**HOSPITAL CATERERS ASSOCIATION**

*Food is the Best Form of Medicine*

## Schedule 2

### **Standing Orders for Honorary Vice President(s)**

#### **1. Appointments**

- 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 the Council. They shall be an Honorary, Full or Full Life member of the Association at the time of their election. No more than three Vice Presidents shall hold 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 this continuation is supported by a resolution of Council. This will help provide long term stability within the Association

#### **2. Vice President Duties**

##### **2.1 Support of President.**

- 2.1.1. It is not envisaged that the President will have a complete appreciation of the changing professional, organisational and political environment in which hospital catering is managed. It is an important part of a Vice President's role to provide the President with background information and to identify the impact of changes on members.
- 2.1.2. The Vice Presidents should help the President uphold the aims of the Association.
- 2.1.3. The Vice Presidents must have a complete knowledge and understanding of the Constitution, Rules and Notes of Guidance of the Association. Council and Executive Minutes and any other papers shall be provided, as they become available. This will enable the Vice Presidents to discuss any significant implication with the President.
- 2.1.4. The Vice Presidents are part of the formal presence of the Association and support and advise the President when necessary. In this role they attend Annual General Meetings, sitting on the platform with the President and National Officers. They attend the formal dinners during Leadership & Development Forum and help entertain official guests of the Association.
- 2.1.5. A Vice President shall preside over any General Meeting of the Association at which the President is not present. The senior Vice President, in terms of appointment, shall preside unless otherwise agreed between those holding office. They shall also

assume the authority and responsibilities of the President during periods when no President is in office or when an incumbent is unable to carry out their duties.

- 2.2 A Vice President may be invited to support and chair Branch Study Days
- 2.3 Support National Chair/Officers to ensure the aims and objectives of the Association are maintained
- 2.4 Ensure the business of the Association is conducted in accordance with the Association's Constitution, Standing Orders and Rules.
- 2.5 Support the National Awards judging process.

### **3 General Overview**

- 3.1. The Vice Presidents provide advice, guidance and assistance to National Officers and Council in supporting the aims and activities of the Association. They may attend any Council Meeting or any other meeting arranged by the Association and unless the President is attending should be offered the Chairmanship of the meeting, which they may choose to decline.
- 3.2. If any allegations of a serious breach of the Codes of Conduct (rule 4) or of Practice (rule3) by any Officer or Member of the Association are examined directly by the President under rule 11, one or more of the Vice Presidents, as determined by the President shall support the enquiry. 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.

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