



**HOSPITAL CATERERS ASSOCIATION**

*Food is the Best Form of Medicine*

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## **GUIDANCE TO BRANCHES WHO WISH TO INVITE NATIONAL OFFICERS TO MEETINGS, FUNCTIONS OR OTHER EVENTS**

### **NATIONAL CHAIRMAN (including President, Vice-President)**

- During the National Chairman's term in office, it is hoped that they will be invited to visit each Branch.
- The invitation should be extended, where appropriate, to the National Chairman and their partner/escort. (contacting the President is via National Secretary)
- The Branch inviting the Chairman and their partner/escort will be responsible for hospitality, including any accommodation required.
- Travel expenses are met from HCA central funds.
- Where a Branch requests a second visit from the National Chairman's during their term of office, that Branch will be responsible for travel, hospitality and any accommodation required.

### **NATIONAL SECRETARY, NATIONAL TREASURER**

- The Honorary National Secretary/Honorary National Treasurer will be pleased to visit a Branch if invited.
- For business purposes, i.e. Branch Meeting or Meeting with Branch Officers, the Branch inviting the Honorary National Secretary/Honorary National Treasurer will be responsible for hospitality and any accommodation required.
- Travel expenses are met from HCA central funds.
- For social events, the Branch inviting the Honorary National Secretary/Honorary National Treasurer will be responsible for travel, hospitality and any accommodation required.

### **REQUESTED VISITS**

- When a National Officer visits a Branch to resolve difficulties, expenses (travel and accommodation) will be met from HCA central funds.
- Branch Secretaries are invited to seek guidance/authorisation from the National Secretary/National Treasurer before extending invitations requiring HCA central funding.

### **BRANCH STUDY DAYS**

- Branches arranging study days where fees are levied will meet all travel and accommodation expenses of any National Officers who are invited to attend, but not of those registering to attend as delegates.

## Guidance for President/dignitary attending Branch Event

Having the HCA Honorary President or Dignitary (VIP) attend a Branch event requires some additional attention to detail. Many VIP's expect to be informed of particulars prior to your event. To assist you we have compiled a list of items that may needs to be confirmed.

When your VIP has agreed to attend, at least two weeks prior to event need to advice them of the following:

Item	Detail	
<b>General</b>	Branch	
	Date of event	
	Venue	
	Main contact	
	Main contact – communication	
	Summary of event	
	General Duties /requirements	
	Any other info	
<b>Travel arrangements</b>	Any details	
	Met by?/when	
	Car parking	
<b>On arrival at venue</b>	Contact	
	Where / Time	
<b>Accommodation (if previous agreed)</b>	Dates booked	
	Accommodation type	
	Any other info	
<b>Branch Meeting</b>	Dress code	
	Meet where/time	
	Brief / requirements	
<b>Dinner</b>	Dress code	
	Meet where/time	
	Brief / requirements	
<b>Leaving venue</b>	Where / time	
	Any travel	

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