



HOSPITAL CATERERS ASSOCIATION
Food is the Best Form of Medicine

Schedule 17

Standing Orders for Honorary Past National Chair

1. APPOINTMENT

- 1.1 The Association shall appoint a past National Chair at the Annual General Meeting.
- 1.2 The Past National Chair shall only be elected for one year and this normally occurs immediately after stepping down as Honorary National Chair.
- 1.3 The Past National Chair has no voting rights at the Council or Executive Committee meetings.

2. KEY REQUIREMENTS

- 2.1 To provide advice and support to the new appointed National Chair.
- 2.2 To have individual responsibility for fulfilling the requirements of the Association's Constitution and Rules to assist the Association in delivering its Aims and Objectives
- 2.3 To assist with the transfer of information between Chairs and provide intelligence and background information of other external Organisations,
- 2.4 To develop and maintain effective relationships with others in relation to ensuring the promotion of the Association, e.g. members, patrons, customers of catering services (e.g. patients, staff and visitors), NHS colleagues, Catering Suppliers, other Professional Organisations and Associations, etc'.
- 2.5 To uphold the highest standards of integrity and probity

3. MAIN DUTIES

- 3.1 To support National Chair at Council and Executive meetings
- 3.2 To provide the background information on previous decision made at Council and Executive meetings.
- 3.3 To undertake any task delegated by Council or National Chair.