



**HOSPITAL CATERERS ASSOCIATION**

*Food is the Best Form of Medicine*

## **Schedule 1**

### **Standing Orders for Honorary President**

#### **1. APPOINTMENT**

- 1.1 At an Annual General Meeting of the Association or Special AGM, 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 current President shall be invited at the opening of each subsequent Annual General Meetings, to serve for up to 5 years provided this continuation is supported by a resolution of Council. This will help provide a stable, continuing presence within the Association.

#### **2. KEY REQUIREMENTS**

- 2.1 To fulfil the requirements of the Association's Governance framework to support compliance and uphold and promote the Association Constitution and Rules and Standing Orders.
- 2.2 To have an overview of the Governance process and advise where necessary
- 2.3 To uphold the highest standards of integrity and probity.

#### **3. MAIN DUTIES**

- 3.1 To link with National Officers as necessary.
- 3.2 To manage the Association Annual General meeting.
- 3.3 To preside over the Association's Annual Leadership Development Forums (LDF) which include:
  - To formally open and close the LDF, welcome the official guests of the Association and introduce those who will make a contribution to the opening ceremony.
  - To oversee the Annual President's Dinner, provide a formal welcome to all attendees,
  - The President's partner is also invited to any formal events over the duration of the LDF.
  - To participate in the evaluation of any entries for the annual awards
  - To participate in the Annual awards ceremony.
  - To view the various stands at the trade exhibition.
- 3.4 To carry out any specific duty requested by Council that is appropriate to the role. Any such request shall be conveyed to the President by the National Secretary or as resolved by Council.
- 3.5 To provide advice and guidance to Council, National Officers and at the Annual General meeting.

- 3.6 To receive copies of Annual General, Council and Executive meeting minutes and any other papers which the Council or Executive deem. With the support of the Vice Presidents 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.
- 3.7 To manage the overall process when any allegation(s) 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. The President will be 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. Cross reference the Flowchart that supports rule 11).
- 3.8 The President may attend any Council Meeting or any other meeting or gathering organised by the Association nationally or by any Branch. If the conduct of any meeting is subject to the control of a Chair the President shall be invited to take over this role but may chose not to accept.

#### **4. SUPPORT TO BRANCHES**

- 4.1 The President may be requested to attend Branch meetings or events. Attendance is not essential and is dependant of other commitments.
- 4.2 To provide advice to Branch officers when requested by the Honorary National Secretary or Vice Presidents.

#### **5. THE ANNUAL GENERAL MEETING**

- 5.1 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 34k.) 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.
- 5.2 The President shall refuse to admit any motion that does not support, advance or comply with the Aims of the Association.
- 5.3 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.
- 5.4 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.