



Standing Order for Honorary Branch Chairman/Vice Chairman

1. APPOINTMENTS

- a. Each Branch of the Association shall appoint a Branch Chair from the members (as per Rule 39) of the Branch at the Branch Annual General Meeting (AGM).
- b. Each Branch of the Association may, at the discretion of the Branch, appoint a vice Chair at the Branch Annual General Meeting.
- c. A Branch Chair shall only be elected at the Branch AGM.

2. KEY REQUIREMENTS

The Branch Chair is a prestigious role and is required:

- a. To provide leadership to the Branch.
- b. To ensure that the Branch complies with its legal and regulatory obligations and promote the Association's Constitution, Rules and Standing Orders.
- c. To be the official head for the Branch and seek to influence, lobby and advise external agencies.
- d. To communicate with National Officers on matters in relation to their Branch.
- e. 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
- f. To uphold the highest standards of integrity and probity

3. MAIN DUTIES

Apart from any duties allocated by the branch committee or members from time to time, it will be the duty of the Branch Chairman to:

- a. Chair Branch meetings and set the agenda with Branch Secretary (sample in Standing Order for Branch Secretary)
- b. Provide leadership and direction to members at meetings and activities.
- c. Ensure a planned approach is adopted to identify future candidates for Branch officer's posts.
- d. Encourage and promote membership and recruitment within or on the borders of the Branch.
- e. Liaise with the Branch Treasurer on a regular basis in order to be fully appraised in respect of the Branches' finances.
- f. Provide Branch officers with support and deputise for them in their absence.
- g. Encourage and ensure that all Branch members receive the opportunity to fully participate in the activities of the Branch.
- h. Ensure a Branch activity/educational programme is planned to ensure a varied Branch activity, and published.
- i. Delegate or charge Branch committee/Branch members with activities specific to the Branch.

- j. Encourage the submissions for National Awards and complete the Chairman's Choice application form annually (*except with National Chairman is from that Branch*)

4 SUPPORTS THE NATIONAL OFFICERS by:

- a) To fulfil the requirements of the Associations Constitution, and Standing Orders.
- b) To ensure that Branch Officers complete the various national templates and return within the specific timescales.
- c) To ensure that the Branch Treasurer submits the Branch Annual signed Accounts and Auditors report with the National Treasurer by 14th December.
- d) To ensure that the Branch Secretary submits a copy of the AGM minutes with the National Secretary by 1st February.
- e) Take the Branch lead role in overseeing the implementation of any National strategy plans
- f) To give National and Branch Officers such guidance and assistance as may be required in support of the aims and objectives of the Association.

5. ORDER OF BUSINESS MEETING

- a. The Chair will agree the agenda for the Branch meeting prior to circulation to members.
- b. The Chair may add items to the agenda during a Branch meeting or postpone items until a later meeting.
- c. All activities at Branch meetings shall be directed through the Branch Chair.
- d. Once the minutes of the past meeting are confirmed as a true record of the meeting, the Chair will validate the minutes by signing them, before taking other items on the agenda.
- e. It is the Chair's responsibility to ensure that:
 - i. All voting at branch meetings is conducted in accordance with the Association Rules.
 - ii. All attendees have an opportunity to speak to each agenda item if necessary.
 - iii. Votes are taken on any item to ensure overall Branch agreement or view
- f. The Chairman or other person presiding at any meeting of the Branch will, in the event of voting on any issue being tied, have a second or casting vote
- g. If any member interrupts the speaker; uses abusive language; causes a disturbance or refuses to obey the Chair when called to order, they shall be named by the Chair. The member will be expelled from the meeting and not allowed to enter again until a satisfactory apology has been given. No member should leave the meeting before its conclusion without the permission of the Chair.

6. Vice Chairman (optional)

- a. If the branch so requires he/she will be elected annually from the members of the branch (as per Rule 39) at the Branch Annual General Meeting.
- b. The Vice Chairman will be considered Chairman Elect of the branch and will preside at meetings in the absence of the Chairman.
- c. In the absence of the Chairman and Vice Chairman, a deputy will be elected from the ordinary members and will preside for that meeting only.