



## Schedule 7

# Standing Orders for Council Representatives

### 1. APPOINTMENTS

- 1.1 Each Branch of the Association, at their Branch Annual General Meeting shall nominate a Council Representative(s), in accordance with Rule 39 and is noted at the National Annual General meeting.
- 1.2 A Council Representative(s) will take office for one year from the next Annual General Meeting of the Association following the Branch Annual Meeting.  
*(note: Branch AGM nominated Council Representative does not take up post until after National AGM, but can shadow existing Representative at any Council Meeting)*

### 2. KEY REQUIREMENTS

- 2.1 To fulfil the requirements of the Association's Constitution, Rules and Standing Orders.
- 2.2 To provide the link between the Branch and the Association at National Level.
- 2.3 To acquaint the Branch of matters to be discussed at Council and ensure that the views of the Branch are represented at council
- 2.4 To uphold the highest standards of integrity
- 2.5 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

### 3. COUNCIL REPRESENTATIVE DUTIES

Apart from duties allocated by the Council from time to time, it shall be the duty of the Branch Council Representative:

- 3.1 To attend all Council meetings or provide a suitably briefed deputy who is fully aware of the issues and can respond on behalf of the Branch.
- 3.2 To provide the Branch with a written report of the proceedings of Council as soon as possible but within 28 days for any Council meeting and can then be discussed at the branch meeting immediately following the Council meeting and any comments can be reported back to Council.
- 3.3 To actively serve on any committees or sub committees/working groups set up by Council
- 3.4 To assist the National Officers in gathering information or in carrying out surveys, as may be required from time to time.
- 3.5 To undertake on behalf of Council such other duties and assignments as may be directed by Council from time to time.
- 3.6 To provide the National Secretary with a Branch report 14 days before the next Council Meeting (sample – Appendix 1)
- 3.7 To give the National and Branch Officers such guidance and assistance as may be required in support of the aims and objectives of the Association
- 3.8 To be fully aware of all Contracts held and approved by Council, as Council has full responsibility, whilst the Association is not a legal body.



## Branch Report for National Council Meeting

Prepared by: ?????

Date ?????

Subject	Detail												
<b>1. Branch Activities during past Quarter</b>	<i>Branch meetings / activities held</i>												
<b>2. Branch Meetings / events due</b>	<i>Future events/ programme for following year</i>												
<b>3. Branch Financial status</b>	<i>Branch Bank account status –</i>												
<b>4. Branch membership status</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 70%;">Honorary</td><td></td></tr> <tr><td>Life</td><td></td></tr> <tr><td>Full</td><td></td></tr> <tr><td>Associate</td><td></td></tr> <tr><td>Branch Patrons</td><td></td></tr> <tr><td>Corporate Patrons</td><td></td></tr> </table>	Honorary		Life		Full		Associate		Branch Patrons		Corporate Patrons	
Honorary													
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Full													
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Corporate Patrons													
<b>5. Branch issues</b>													