



Hospital Caterers Association

Promoting Catering Excellence

President: *The Rt Hon Lord Hunt of Kings Heath PC OBE*

Notes of guidance for the appointment of a President And Vice Presidents for the Hospital Caterers Association

President and Vice-President Positions are ex- officio members of the Association to provide leadership. Specific Standing Orders are available for both positions. This notes of guidance document is to give information for assisting in scoping potential candidates and follow a process of engagement and appointment.

President

1. General Background

- 1.1 A President is ideally someone who has a background in public service, and/or who has served in high office either in government or a similar institution. Knowledge of how to access government to support the Association and an interest in healthcare and healthcare catering would also be an advantage
- 1.2 The perception is that having a President who has a political background has been helpful to the association, raising the profile and an ability to highlight in the political arena matters of concern, influencing change. However, noted that there is a risk with the individual having a particular political allegiance, although this appears to be less of an issue for members of the House of Lords. Members of the house who have NHS or public service backgrounds would be suitable candidates.
- 1.3 Other possible candidates, are an ex-Health Authority/Trust CEO, for example, as they could be an asset to the association.

Vice Presidents

2. General Background

- 2.1 Vice President(s) potential candidate should be committed to Healthcare Catering as a profession and to the Association, ensuring adherence to the seven principles of public life, which are:
 - I. Selflessness
 - II. Integrity
 - III. Objectivity
 - IV. Accountability
 - V. Openness
 - VI. Honesty
 - VII. Leadership
- 2.2 The potential candidate should be individuals, who are recognised as being distinguished members of the Association, and can be appointed due to their long and outstanding service to the Association.
- 2.3 The potential candidate should be both qualified and capable of keeping the President fully apprised of catering practice and standards. They should be able to give a complete appreciation of the changing professional, organisational and political environment in which hospital catering is managed.

www.hospitalcaterers.org

Hospital Caterers Association is a trading name of The Hospital Caterers Association limited, a company limited by guarantee, registered in England and Wales No. 13539619. VAT No: 390244504
Registered Office: Bishop Fleming, 10 Temple Back, Bristol, BS1 6FL.



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They should also to be able to identify the impact of changes on the members of the Association

2.4 Specific criteria that potential candidates are required to meet are listed below

	Criteria
1.	Have been an active member of the Association, for a minimum of fifteen years and given significant support to the Association
2.	Have held a National Officer /National Director position
3.	Have a period of time of at least 12 months between National Director position and Vice-President nomination
4.	Have in-depth knowledge of the Association
5.	Have no conflict of interest between employment and Vice-President position
6.	Have had overarching or direct management of NHS Healthcare Catering at senior level in previous years

3. Procedure

When a vacancy occurs for a President/Vice Presidents, the roles and responsibilities that are required are detailed below

Action	Who
Notify Board and agree timelines	National Secretary Director
Write to Branch secretaries, advising of vacancy, the guidance for recruitment, seek nominations and advise of closing date	National Secretary Director
Nominations for the position to be a one-page summary covering the candidate's background, professional achievements and suitability for the post	Branch/National
Nominations reviewed, shortlisted and preferred nomination	Executive Committee / Vice-President (s)
Report to Board for ratification	Shortlisting team
Board Approval	Board
Approach preferred nominee	National Chair / One of the presidential team
Advise National Secretary of nominee decision	National Chair / One of the presidential team
Report to Board	National Chair / One of the presidential team
Board Approval	Board
Propose to AGM	One of the presidential team

The process for the formal handover is in Appendix 1.

Board approved 16th May 2023

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Appendix 1

Formal appointing/handover at AGM

	Agenda item	Presided by
1.	Welcome	<i>President /Vice-President</i>
2.	Apologies for absence	<i>President /Vice-President</i>
3.	Approve Minutes of the 202?? Annual General Meeting held on??? <i>Paper 1: Minutes of last meeting</i>	<i>President /Vice-President</i>
4.	Reports from Board of action, taken during their year of office, and of such other matters the Board may deem appropriate. <i>Paper 2: Chair's Report</i>	<i>President /Vice-President</i>
	<i>Paper 3: Working Group Report</i> <i>Paper 4: Editor Report</i>	
5.	Annual Report - Finances and the Auditors Report on the accounts of the Association, for the year ending??? <i>Paper 5: Finance Reports</i>	<i>President /Vice-President</i>
6.	<i>Thank you to President</i>	<i>Vice-president</i>
7.	Nomination of the Board for the following officers <i>Honorary President</i>	<i>Vice-president</i>
	<i>Honorary Vice-President</i>	<i>New President</i>
	<i>Honorary Vice-President</i>	<i>New President</i>
	<i>National Chair Director</i>	<i>New President</i>
	<i>National Vice-Chair Director</i>	<i>New President</i>
	<i>National Secretary Director</i>	<i>New President</i>
	<i>Honorary National Asst Secretary</i>	<i>New President</i>
	<i>National Finance Director</i>	<i>New President</i>
	<i>Honorary National Editor</i>	<i>New President</i>
8.	Nomination of the Board for the Honorary Members of the Association	<i>New President</i>
9.	Accountants of the Association Accounts, and registered office, for the ensuing year	<i>New President</i>
10.	Subscription fees paid by members and Patrons	<i>New President</i>
11.	Note the nomination of Branches to the Board:	<i>New President</i>
	<i>East Anglia</i>	
	<i>East Scotland</i>	
	<i>London & South East</i>	
	<i>Merseyside & North Wales</i>	
	<i>Northern</i>	
	<i>Northern Ireland</i>	
	<i>North West</i>	
	<i>Oxford</i>	
	<i>South West</i>	
	<i>Trent</i>	
	<i>Wales</i>	
	<i>Wessex</i>	
	<i>West Scotland</i>	
	<i>West Midlands</i>	
	<i>Yorkshire</i>	
12.	Resolutions proposed under Bylaw E	<i>New President</i>
13.	Other Business relevant to the Affairs of the Association	<i>New President</i>
	National Secretary, on behalf of the Board, to propose a motion that the next AGM will be held on???	
14.	*CLOSE OF AGM*	<i>New President</i>

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