



Hospital Caterers Association

Promoting Catering Excellence

GUIDANCE TO BRANCHES WHO INVITE NATIONAL OFFICERS (including President, Vice-Presidents) TO MEETINGS, FUNCTIONS OR OTHER EVENTS

INVITATIONS

- National Officers will be pleased to visit a Branch, if invited, or required for business purposes.
- Invitations for the President/Vice President is via the National Secretary Director
- During the National Chair's term in office, they should be invited to visit each Branch, with the invitation, where appropriate, extended to the National Chair and their partner/escort.

EXPENSES

- The Branch inviting the Chair, for the first occasion, and their partner/escort, will be responsible for hospitality, including any accommodation expenses as required. and Travel expenses will be met from HCA central funds.
- Where a Branch requests further visits from the National Chair's, during their term of office, that Branch will be responsible for travel, hospitality and accommodation expenses as required.
- For business purposes, i.e. Branch Meeting or Meeting with Branch Officers, Invitations for National Officers to go through the National Secretary Director so that can record purpose and outcome of attendance.
The Branch inviting the other National Officers, will be responsible for hospitality and any accommodation expenses as required.
Travel expenses will be met from HCA central funds.
- For social events, the Branch inviting the other National Officers will be responsible for travel, hospitality and any accommodation required.

REQUESTED VISITS

- When a National Officer visits a Branch to resolve difficulties, their expenses will be met from HCA central funds.

OTHER

- Branch Secretaries are invited to seek guidance/authorisation from the National Secretary/National Finance Director before extending invitations requiring HCA central funding.
- Branches arranging study days, where fees are levied, will meet all expenses of any National Officers who are invited to attend, but not of those registering to attend as delegates.

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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Guidance for President/dignitary attending Branch Event

Having the HCA Honorary President or Dignitary (VIP) attend a Branch event requires some additional attention to detail. Many VIP's expect to be informed of particulars prior to your event. To assist you we have compiled a list of items that may need to be confirmed.

When your VIP has agreed to attend, at least two weeks prior to event need to advise them of the following:

Item	Detail	
General	Branch	
	Date of event	
	Venue	
	Main contact	
	Main contact – communication	
	Summary of event	
	General Duties /requirements	
	Any other info	
Travel arrangements	Any details	
	Met by?/when	
	Car parking	
On arrival at venue	Contact	
	Where / Time	
Accommodation (if previous agreed)	Dates booked	
	Accommodation type	
	Any other info	
Branch Meeting	Dress code	
	Meet where/time	
	Brief / requirements	
Dinner	Dress code	
	Meet where/time	
	Brief / requirements	
Leaving venue	Where / time	
	Any travel	

Approved Board 23rd July 2024

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