



## Standing Orders for Honorary National Vice-Chair

### 1. APPOINTMENT

- 1.1 The Association shall appoint a National Vice-Chair from amongst its own Full members at the Annual General Meeting. It's desirable that the Full member will have experience of Council.
- 1.2 The National Vice-Chair shall only be elected for one year. The National Vice-Chair may be re-nominated as National Vice-Chair for a further year. (see rule 17 &18)

### 2. KEY REQUIREMENTS

- 2.1 To provide leadership for the Association and chair National Council in the absence of the National Chair.
- 2.2 To fulfil the requirements of the Associations governance framework to support compliance and uphold and promote the Association's Constitution and Rules, and Standing Orders.
- 2.3 To chair the Executive and General Purposes Committee/ co-ordinate Working Groups.
- 2.4 To uphold the highest standards of integrity and probity
- 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 MAIN DUTIES

Apart from any duties allocated by the council of the Association, it will be the duty of the National Vice-Chair to:

- 3.1 Give National and Branch Officers such guidance and assistance as may be required in support of the aims and objectives of the Association.
- 3.2 Chair the Executive and General Purposes Committee meetings this include to prepare and agree agenda papers with Honorary National Secretary for the Executive and GP Committee/Working Groups.
- 3.3 Develop a work plan for the General Purposes Committee/Working Groups
- 3.4 Manage the GP Committee/Working Groups and prepare reports for Executive and Council meetings
- 3.5 Manage and keep a record of the applications for the Burlodge Bursary and the HCA Training and Development Bursary.
- 3.6 Ensure a planned approach is adopted to identify future candidates for National Officers posts.
- 3.7 Carry out any duties/ task as delegated by the National Chair.
- 3.8 Assist with the preparations and delivery for Hotelympia Cookery events.
- 3.9 Ensure a planned approach is adopted to identify future candidates for national officer's posts.
- 3.10 Ensure that the Associations Strategy Document is reviewed annually by the General Purposes Committee/working group and that the reviewed Strategy Document is approved by Council.

- 3.11 To lead the procurement process for any new contract or the re-provision of existing contracts in line with the financial SFI's. To include:
- Manage a short-life working group to compile Specification and Invitation to Tender documentation
  - To obtain Expression of Interest's
  - Manage the issuing and receipt of Invitation to Tenders
  - Manage the process of presentations pre and as part the tender evaluations
  - Manage the evaluation of bids
  - Award of contract and de-briefing of unsuccessful bidders
  - To participate in contract review meetings
- 3.12 To deputise for the National Chair and National Chair's duties as necessary and they assume the authority and responsibilities of the National Chair during these periods of absence

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

- 4.1 To attend branch meeting and other events as and when invited.

#### **5 SUB COMMITTEE'S e.g. Executive / General Purpose (GP) / Working Groups**

##### 5.1 Order of Business-

The National Vice Chair will:

- Agree the agenda for Executive/GP meetings prior to circulation to Committee members.
- Add items to the agenda during an Executive/GP Meeting or postpone items until a later meeting.
- Ensure all activity and debates within the meeting are directed through the National Vice Chair.
- Ensure actions are recorded and progressed, with reports available to Council
- Ensure workplans for GP/Working Groups are managed and progressed

##### 5.2 Minutes

- Once the minutes are confirmed, the National vice Chair will validate them, before taking matters arising on the agenda.

##### 5.3 National Vice Chair's Ruling

- It is the National vice Chair's responsibility to ensure that all voting at Executive/GP meetings are conducted in accordance with the Association's rules.
- The National Vice-Chair or other person presiding at any meeting of Council/Executive will, in the event of voting on any issue being tied, have a second or casting vote.

##### 5.4 Interruptions

If any member interrupts the speaker; uses abusive language; causes a disturbance or refuses to obey the National Chair when called to order, they shall be named by the National Vice-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 National Chairman.

#### **6. Vice Chairman**

- 6.1 The National Vice-Chair will be considered National Chair Elect of the Association and will preside at meetings in the absence of the Chair.
- 6.2 In the absence of the National Chair and National Vice-Chair, a deputy will be elected from the National officers and they will preside for that meeting only.

#### **7. OTHER DUTIES**

As directed by Council undertake other such duties and assignments as required.