



**HOSPITAL CATERERS ASSOCIATION**  
*Food is the Best Form of Medicine*

## Schedule 18

### Standing Orders for Honorary Past National Treasurer

#### 1. APPOINTMENT

- 1.1 The Association shall appoint a Past National Treasurer at the Annual General Meeting.
- 1.2 The Past National Treasurer shall only be elected for one year and this normally occurs immediately after stepping down as Honorary National Treasurer.
- 1.3 The Past National Treasurer has no voting rights at the Council or Executive Committee meetings.

#### 2. KEY REQUIREMENTS

- 2.1 To provide advice and support to the newly appointed National Treasurer.
- 2.2 To have individual responsibility for fulfilling the requirements of the Association's Constitution and Rules to assist the Association in delivering its Aims and Objectives
- 2.3 To assist with the transfer of information between Treasurers, the Association's Accountants, the bank accounts, HMRC, the investment companies and the Administration Provider for membership data
- 2.4 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'.
- 2.5 To uphold the highest standards of integrity and probity

#### 3 MAIN DUTIES

- 3.1 To support National Treasurer at Council and Executive meetings
- 3.2 To provide background information on previous decisions made by Council, Executive, HMRC and other professional Advisers.
- 3.3 To undertake any task delegated by Council or National Chair.