



# Hospital Caterers Association

Promoting Catering Excellence

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

## Standing Orders for Honorary Vice President (s)

### 1. APPOINTMENT

- 1.1 At an Annual General Meeting of the Association, members of the Association may elect one or more Vice Presidents who have been nominated by the Board. There shall be no more than 2 Vice Presidents holding office at any one time.
- 1.2 The term of office for a Vice President is one year, which is reviewed annually by the Board, and a recommendation made to the Annual General Meeting.
- 1.3 The post holder should understand the structure and purpose of the Association and represent its views to others. They should be capable of upholding and enhancing the traditions and standing of the Association.

### 2. KEY REQUIREMENTS

- 2.1 To assist in the review of the Association processes and provide impartial guidance where necessary, and to assist in correcting failings. This ensures the Board satisfy themselves that controls including systems for risk management are robust and defensible.
- 2.2 To have a complete knowledge and understanding of the Bylaws, Standing Orders and Notes of Guidance of the Association.
- 2.3 To deputise for the President and President's duties as necessary.
- 2.4 To provide information, advice and professional information to the President. Ensure the President is kept fully apprised of Association aims and objectives, which are leading on the promotion of professional standards to enhance and improve NHS and Healthcare Catering services which support clinical needs across the United Kingdom. This should include being able to give a complete appreciation of the changing professional, organisational and political environment in which Healthcare Catering is managed, and be able to identify the impact of changes on the members of the Association.
- 2.5 To provide notes/reports of any meetings held/attended in the capacity of Vice President.
- 2.6 To provide continuity and seek to maintain the best traditions and practices of the Association.
- 2.7 To support the National Chair, and National Officer Directors to uphold the aims of the Association and any agreed strategy (s).
- 2.8 To receive all Board and Executive meeting minutes.

[www.hospitalcaterers.org](http://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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- 2.9 To attend any meetings at the request of the Board.
- 2.10 Participate in the HCA National Awards judging process.
- 2.11 To be part of the formal presence of the Association which includes attendance at the annual Leadership Development Forum (LDF) and includes:
  - The formal opening of the LDF and meet and greet and 'say farewell' to any dignitaries as directed by the Honorary National Secretary Director
  - Attending all LDF sessions and visiting trade exhibitions, participating in the judging of best stand
  - Attending LDF dinners during LDF and help host official guests of the Association.
  - To formally close the LDF in the absence of the President
- 2.12 Participate in the Annual General Meetings/General Meeting and support the President and National Officer Directors to provide any advice, including presiding over the meeting in the absence of the President.
- 2.13 Can be identified to preside in an appeals process, if requested by the Board, for any allegations regarding a Members conduct if it is deemed in breach of the Codes of Practice of the Association, Bylaw 16.3.

## 3. SUPPORT TO BRANCHES

- 3.1 A Vice President may be invited to support and chair Branch Study Days or attend Branch social events.

**Approved – Board on 16<sup>th</sup> May 2023**

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