



## Standing Orders for Assistant National Secretary

### 1. APPOINTMENTS

An Assistant National Secretary shall be elected annually at the Association's Annual General Meeting.

- 1.1 The National Secretary will be a member of National Council, and any appropriate sub-committee's

### 2 KEY REQUIREMENTS

The Key requirements for the National Assistant Secretary will be:

- 2.1 To fulfil the requirements of the Associations Constitution and Rules, Standing Orders.
- 2.2 To provide guidance to National Vice-Chair.
- 2.3 To uphold the highest standards of integrity and probity.
- 2.4 To lead communications for the Association and Council.
- 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

To provide a secretarial service to the Council, Executive and the AGM of the Association which include: -

- 3.1 Attend Council and Executive Committee meetings and, in conjunction with the Honorary National Secretary, produce draft minutes.
- 3.2 Attend the Annual General meeting of the Association and, in conjunction with the Honorary National Secretary, produce draft minutes.
- 3.3 To ensure that minutes of all Executive, Council and the AGM's are taken, and forwarded to National Secretary within 14 days after meetings, to facilitate issuing to members within the 28 days period.
- 3.4 Assist the Honorary National Secretary in maintaining a minute record
- 3.5 Support the National Vice-chair with meeting/work for the General Purpose Committee /Working Groups and contract procurement process
- 3.6 Support the Honorary National Secretary with range of duties (See standing orders for Honorary National Secretary)
- 3.7 Act in the absence of the Honorary National Secretary, taking over the full range of his/her duties. (See standing orders for Honorary National Secretary)

### 4 OTHER DUTIES

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