



Schedule 11

Standing Orders for Honorary Branch Secretary/Assistant Branch Secretary

1. APPOINTMENTS

- a. Each Branch of the Association shall appoint an Honorary Branch Secretary (as per Rule 39) at the Branch Annual General Meeting.
- b. Each Branch of the Association may at the discretion of the members of the Branch appoint an Honorary Branch Assistant Secretary at the Branch Annual General Meeting.

2. KEY REQUIREMENTS

The Branch Secretary is a prestigious role and is required:

- a. To provide secretarial support to the Branch.
- b. To ensure that the Branch complies with standards agreed by National Council and works within support compliance and uphold and promote the Association's Constitution, Rules and Standing Orders.
- c. To communicate with National Officers on matters in relation to their Branch.
- d. 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
- e. To uphold the highest standards of integrity and probity

2. HONORARY BRANCH SECRETARY DUTIES

Apart from any duties allocated by the Branch Committee or members from time to time, it shall be the duty of the Honorary Branch Secretary to provide a secretarial service to the Branch, and will include:

- a) Prepare and distribute to all members copies of the Branch minutes and all other reports. Normally by email, however where members do not have email facilities a hard copy should be posted to the member
- b) To co-ordinate meetings and organise venues for all Branch meetings, in the planning of the Branch activity /educational programme, and the AGM, in conjunction with Branch Officers of the Association.
- c) To use the standardise documentation provided by National Secretary for the recording of all Branch meetings and AGM minutes
- d) Maintain a Branch member distribution list, ensuring at all times GDPR compliance, liaising with Branch Treasurer to ensure the database is up to date for the National admin provider
- e) Circulate to branch member's reports from Council Representative of National meetings for general information at the Branch meeting immediately following their receipt.
- f) To provide guidance and assistance to the Branch Chair in all matters appertaining to the welfare of the Branch and the Association.
- g) Support the Branch Chair by ensuring a activity/educational programme is planned and published
- h) Support the Branch Chair with completing nominations for National Awards

3. SUPPORT TO NATIONAL COUNCIL

- a. To receive communications from the National Secretary and disseminate to members and include on branch meeting agenda for the next branch meeting for discussing any of the items..
- b. To send copy of the Branch minutes to the National Secretary within 28 days of the meeting (National Secretary will circulate to National Officers, which includes Editor for placing on the website)
- c. To assist the Council and National Officers in gathering information or in carrying out surveys as may be required from time to time.
- d. Other duties and assignments as may be directed by Council from time to time.

4. ARRANGEMENTS FOR BRANCH MEETINGS

Agenda

- a. An agenda will be prepared in conjunction with the Chairman of the Branch., sample at Appendix 1
- b. The agenda will be circulated to Branch Members 14 days before the date of the meeting.
- c. Notices of motions or items for the agenda should be sent to the Branch Chairman in writing not less than 21 days before the meeting at which they are to be discussed. Such motions will be placed on the agenda or included under any other business by the Branch Secretary.
- d. Any member wishing to add items to the agenda should notify the Branch Secretary in accordance with c. Any emergency items for discussion should be put before the Chairman for their approval.

5 BRANCH MINUTES

The Honorary Branch Secretary shall

- a. To ensure that minutes of Branch meetings are taken, issued to Branch members within 28 days, after meetings after Branch Chair approval, and these records are maintained and securely stored.
- b. Maintain a record of the approved minutes for 4 years,
- c. Include within the AGM minutes which bank is branch account with and confirm who the authorised signatures are
- d. Include the following information in the minutes of the Branch meetings.
 - i) Any actions to be progressed and by whom
 - j) The number of Full, Associate, Life, Honorary Members and Patrons of the Association on the nominal roll as reported to the meeting by the Branch Treasurer.
 - ii) Record the names and designations and category of membership of any new applications for membership as presented by the Branch Treasurer and approved or rejected by the Branch.
 - iii) The Branch Secretary should circulate an attendance sheet at the meeting. Those present should sign in and print their names; There should also be a record of apologies, and noted in the minutes

N.B. Such information obtained from the Honorary Branch Treasurer in accordance with Standing Order for Branch Treasurers, Section 3.6.

6. BRANCH ANNUAL GENERAL MEETING

- a. Each Branch of the Association shall hold an Annual General Meeting on or before the 14th January each year
- b. Branch secretary will circulate a nominations form for Branch Officers positions, with a closing date of two weeks before the AGM, These will be shared with the Branch Chair, and if there is more than one nomination for a position, arrange for a paper ballot at or before the AGM. If the position is for the branch secretary all ballot actions would be undertaken by the Branch Chair.
- c. The Honorary Branch Secretary shall submit to Honorary National Secretary, not later than the 1st February in each year, copy of
 - minutes of the Annual General Meeting (in draft format and the approved minutes from the previous year)
 - list of Branch Officers elected at the Annual General Meeting

7. *Assistant Branch Secretary (optional)*

- a. If the branch so requires he/she will be elected annually from the members (Rule 39) of the branch at the Branch Annual General Meeting.
- b. The Assistant Branch Secretary will take on any of the Secretarial duties as requested.

Approved Council March 2020

HOSPITAL CATERERS ASSOCIATION
ENTER BRANCH NAME

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

Treasurer: *enter name*

Secretary: *enter name*

Council Representative: *enter name*



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Sample Branch Agenda

| | Agenda | | |
|-----|---|---|--|
| 1 | Welcome and apologies | | |
| 2 | Minutes of Previous Meeting | <i>Points for accuracy Thereafter approved as accurate record</i> | |
| 3 | Matters Arising | <i>follow up on outstanding Actions</i> | |
| 4 | Secretary Report | <i>Correspondence inwards/ outwards</i> | |
| 5 | Treasurers Report | <i>Finance report to include</i> <ul style="list-style-type: none"> • <i>Bank account status</i> • <i>Invoice payments /receipts</i> • <i>VAT returns/payments</i> | |
| | Membership | <i>New applications Certificates received Recruitment</i> | |
| 6 | Council Report | <i>To advise of decisions / discuss any points/issues raised at Council</i> | |
| 7. | National Leadership and Development Forum | | |
| 8 | Branch Programme of upcoming meetings | | |
| 9 | NHS work programme 's | <i>Update from any NHS projects / meetings / reports</i> | |
| 10 | Membership exchange / you and your business | | |
| 11. | Any Other Business | | |
| 12. | Date and time next meeting | | |

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

Treasurer: *enter name*

Secretary: *enter name*

Council Representative: *enter name*



HOSPITAL CATERERS ASSOCIATION
ENTER BRANCH NAME

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Sample Branch Minute of Meeting

| | | | | |
|-------------------------|--|-------------------|---------------|----------------|
| NAME OF MEETING: | | DATE: | START: | FINISH: |
| | | | | |
| PRESENT: | | APOLOGIES: | | |
| Full: | | | | |
| Associate: | | | | |
| Branch Patrons: | | | | |
| Corporate Patrons: | | | | |
| Guests: | | | | |

| | | Action by |
|-----|---|-----------|
| 1 | Welcome and apologies | |
| 2 | Minutes of Previous Meeting | |
| 3 | Matters Arising | |
| 4 | Secretary Report | |
| 5 | Treasurers Report | |
| | Membership | |
| 6 | Council Report | |
| 7. | National Leadership and Development Forum | |
| 8. | Branch Programme of upcoming meetings | |
| 9. | NHS work programme 's | |
| 10. | Membership exchange / you and your business | |
| 11 | Any Other Business | |
| 12 | Date and time next meeting | |

Signed

Date

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

Treasurer: *enter name*

Secretary: *enter name*

Council Representative: *enter name*



HOSPITAL CATERERS ASSOCIATION
ENTER BRANCH NAME

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Sample Branch Annual General Meeting

| | Agenda | | Action by |
|----|---|--|-----------|
| 1 | Welcome and apologies | | |
| 2 | Minutes of Previous AGM | <i>Points for accuracy Thereafter approved as accurate record</i> | |
| 3 | Matters Arising | <i>follow up on outstanding Actions</i> | |
| 4 | Chairman's Annual Report | | |
| 5 | Secretary Annual Report | <i>Correspondence inwards/ outwards</i> | |
| 6 | Treasurers Annual Report | <i>End of year statement and Balance sheet</i> | |
| | | <i>Proposal for the</i> <ul style="list-style-type: none"> - <i>Name of bank for account to be held</i> - <i>Authorised signature for cheques</i> - <i>Authorisation to operate internet banking and who has authority on behalf of the branch</i> | |
| | | <i>Election of auditor</i> | |
| 7. | Council Representative Annual Report | | |
| 8. | Election of Office Bearers: <ul style="list-style-type: none"> • Chairman • Vice Chairman, <i>optional</i> • Secretary • Assistant secretary, <i>optional</i> • Treasurer • Branch Council Representative | | |
| 9. | Any Other Business | | |
| 10 | Date and time next Annual General Meeting | | |

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

HOSPITAL CATERERS ASSOCIATION
ENTER BRANCH NAME

Treasurer: *enter name*
 Secretary: *enter name*
 Council Representative: *enter name*



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Sample Branch Annual General Minutes

| | | | | |
|--------------------|--|------------|--------|---------|
| NAME OF MEETING: | | DATE: | START: | FINISH: |
| | | | | |
| PRESENT: | | APOLOGIES: | | |
| Full: | | | | |
| Associate: | | | | |
| Branch Patrons: | | | | |
| Corporate Patrons: | | | | |
| Guests: | | | | |

| | | Action by |
|----|---|-----------|
| 1 | Welcome and apologies | |
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| 4 | Chairman's Annual Report | |
| 5 | Secretary Annual Report | |
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| 7. | Council Representative Annual Report | |
| 8. | Election of Office Bearers: | |
| 9. | Any Other Business | |
| 10 | Date and time next Annual General Meeting | |

Signed

Date

Approved Council March 2020