



STANDING ORDERS FOR HONORARY EDITOR

1. APPOINTMENT

- 1.1 An Editor shall be elected annually at the Associations' Annual General Meeting.
- 1.2 This post is eligible for re-election.
- 1.3 The role and function of Editor should be seen as an independent function and is accountable to Council for editorial decisions that are taken.

2 KEY REQUIREMENTS

- 2.1 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.
- 2.2 To uphold the highest standards of integrity and probity.
- 2.3 To oversee the publication of the Association's Journal and the Associations web site.
- 2.4 To liaise with the publishers of the HCA Journal and Web site and oversee their service delivery.
- 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

- 3.1 To provide guidance and assistance to National and Branch officers to support the business of the Association and support the aims and objectives of the Association.
- 3.2 To provide a balanced view on all correspondence for publication to ensure that they met all national legal guidance and standards.
- 3.3 To provide reports and attend the Executive, Council and Annual General Meeting (where s/he has no voting rights but will be expected to enter into all debates and bring their own expertise.) Reports will include an analytical report on the usage of the web site and correspondence, together with information regarding the performance of the Contractor providing the Administration Support Contract; with particular regard to the Advertisement income against the agreed target.
- 3.4 To receive press releases through the journaleditor@hospitalcaterers.org email addresses and is required to action as appropriate, for example forward to Honorary National Chair or Public Relations provider.
- 3.5 To ensure that all advertisements are fair and reasonable and do not imply that the Association is endorsing a product, equipment or service.
- 3.6 To ensure that all copies of the Hospital Caterer I are sent out to members on the agreed schedule.
- 3.7 To ensure that the Web site clearly displays up to date National, Council and Branch information.

- 3.8 To ensure that all confirmed Council minutes are published in the members section of the web site.
- 3.9 To attend all Council meetings and provide a report that sets out all activity undertaken between each Council meeting.
- 3.10 To attend the National Leadership Development Forum and any other National or Branch Study days (if requested).

4 SUPPORT TO BRANCHES

- 4.1 To set up two way communications with Branch Secretaries to maximise the opportunities for more material to be published in the Hospital Caterer and on the Branch news website
- 4.2 To receive various correspondence and photographs from Branches to be published either in the Hospital Caterer Journal or on the website.
- 4.3 To support Branches with any advertising of Branch events.

5 GENERAL POINTS FOR CLARITY.

5.1 Hospital Caterer

The Hospital Caterer is published six times per year and has an Editorial Associate, from Administration Service Provider, who is responsible for pulling all content together. This will come from commissioned articles, current news Branch News, Trade news and press releases and columns from Association officials.

- Once the next publication is virtually complete, via the Editorial Associate, the Editor is asked to select a suitable front cover and read through the draft edition, making any amends s/he deems necessary. As with any publication the final say and ultimate responsibility lies with the Editor.
- The Editor should also be mindful of the advertisements that are placed and take a view if s/he feels that they are not appropriate – an example would be for a foodstuff that clearly does not fit with the current health and well-being agenda.

5.2 The Web site www.hospitalcaterers.org

A great deal of work has been completed over the last years to bring the web site into the 21st Century The Editor is responsible for commissioning and creating content for the site, passing all items on to Administration Service Provider, who as part of their contract, upload everything on to the site.