



STANDING ORDERS FOR HONORARY NATIONAL SECRETARY

1. APPOINTMENTS

- 1.1 An Honorary National Secretary shall be elected annually at the Associations' Annual General Meeting.
- 1.2 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 Secretary will be:

- 2.1 To fulfil the requirements of the Association and uphold and promote the Associations Constitution and Rules, and Standing Orders.
- 2.2 To provide guidance to National 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

- 3.1 To provide a secretarial service to the Council, Executive and the AGM of the Association which include:
 - To ensure that minutes of all Executive, Council and the AGM's are taken, issued to committee members within 28 days after meetings and these records are maintained and securely stored.
 - To ensure that all agenda and meeting papers for Council and Executive meetings are sent out to committee members 14 days in advance of the event.
 - To co-ordinate meetings and set up venues for all Council and Executive meetings and the AGM of the Association.
 - To prepare Agenda for Council and Executive with the Chair of each meeting.
 - To maintain an action and decisions logs at all meetings
 - To be a signatory on the Association's Bank accounts for contingency purposes
- 3.2 To act as the Authorised Officer for the following contracts:
 - Provision of Administration and Secretarial Support Services, Web Management, Journal Production and Distribution
 - Provision of Management and Administration Support for the Delivery of Leadership and Development Forums
 - Provision of Public Relations and Media Services
 - Insurance for Branch and national events

- 3.3 To assist in the procurement process for any new contract or the re-provision of existing contracts in line with the financial Standing Financial Instructions', where appropriate. To include:
 - Authorised Officer for the Contract
 - To undertake annual contract reviews
- 3.4 To deal with directly or manage the Administrative Service Provider to deal with correspondence and enquiries received.
- 3.5 To annually (December) write to President, Vice Present, National Treasurer, Editor, and Assistant National Secretary to determine if they wish to continue in their current role for the forthcoming year. Advise Council of the outcome.
- 3.6 To seek nominations from branches and members for any National Officer vacancies.
- 3.7 To seek nominations from Council for Executive and General Purpose Committees members after the Annual General Meeting.
- 3.8 To record any changes to the Association's Constitution agreed at the Annual General Meeting, and thereafter ensuring updated versions are published on the Association's website.
- 3.9 Give the Honorary National Chairman guidance and assistance in all matters appertaining to the welfare of the Association.

4. SUPPORT TO BRANCHES

- 4.1 To support Branch Secretaries to fulfil the requirements of the Association's Constitution, Codes of Practice and Standing Orders.
- 4.1 To support Branch Secretaries to ensure a standardised approach for reporting of meetings, agendas, minutes and Branch AGMs.
- 4.2 To receive copies of branch minutes and circulate to National Officers, with Editor placing onto the website
- 4.3 To set up a two way communications with Branch secretaries to ensure all correspondence is dealt with in a timely manner and provide with Members News as necessary.

5 SUPPORT TO LEADERSHIP & DEVELOPMENT FORUM MANAGEMENT TEAMS

- 5.1 Act as a point of contact between the Forum Management Team (FMT) Secretary and the Council of the Association, ensuring Standing Instructions being followed.
- 5.2 Prepare the Leadership & Development Forum (LDF) Briefing pack with the FMT Secretary, and ensure the President, Vice Presidents are aware of the programme and requirements on the days of the LDF
- 5.3 Invite the Official guests of the Association to LDF, and to any VIP receptions. Ensure that any key guests or presenters are met by the President or a Vice President.
- 5.4 On receipt of awards agreed by Council, manage the National Awards process including marketing materials, sponsorship, nominations, advising short-listed nominees, judging process, certificates and awards.
- 5.5 On receipt of Council supporting sponsored delegate spaces, manage the process of advising the relevant branches.

6. ANNUAL GENERAL MEETING OF THE ASSOCIATION

6.1 Agenda and Arrangements will be in line with Rule 31 – 38.

- An agenda will be prepared by the Honorary National Secretary and agreed by the Chair /Vice Presidents in line with Rule 34
- Notices of motions or items for the agenda should be sent to the Honorary National Secretary in writing not less than 28 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 Honorary National Secretary, as per Rule 32
- Any member wishing to add items to the agenda should notify the Honorary National Secretary in accordance with Constitution Rule 32
 - Give notice of and prepare and distribute the agenda, along with the previous minutes and National Officer Reports, 14 days in advance of the Annual General meeting of the Association.

7. OTHER DUTIES

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