National Association for Healthcare Security

The Professional Body Representing Healthcare Security

Association Constitution

November 2025
NAHS Board/Exec.

1. Title

The name of the Organisation (hereinafter called “NAHS” is “THE NATIONAL ASSOCIATION FOR HEALTHCARE SECURITY”.

2. Association Aims

NAHS was formed in 1994, as a voluntary, non-profit professional organisation in the United Kingdom. Its aim is to develop and professionalise security in healthcare, by providing a career development pathway and professional register for its members. NAHS works with all main Government Security Services, healthcare supervisory and regulatory bodies and the Private Security Industry. We aim to promote co-operation and collaboration between our members and stakeholders through conferences, meetings and events; designed to meet the challenges and complexities of protecting modern medical facilities.

Healthcare Security is one of the most complex security functions. We aim to support and enable healthcare provision through the delivery of professional security; ultimately enhancing the healthcare environment, the patient experience and the security for all those who work in healthcare.

NAHS, is a key stakeholder in many national projects to direct and inform the strategic direction and development of healthcare security.

3. Finance

As NAHS is a voluntary body with no central funding, it will income generate by use of Corporate Sponsorship, sale of Conference Exhibition Stands and other similar schemes including membership contributions and any other lawful method towards progression of the association aims and objectives.

4. Membership

Membership of NAHS shall be open to the following groups who subscribe to the aims and objectives of NAHS and whose application for membership are accepted by the Board / Executive Committee.

- Associate
- Healthcare Security Professional
- Strategic Partner
- Corporate Partner

The Board / Executive Committee, reserves the right to review the subscription rates, appropriate to each level of membership on an annual basis.

The NAHS Board / Executive Committee, as described shall have the power to approve or reject applications for membership where it is considered such membership would be detrimental to the aims, objectives or activities of the Association.

The Board / Executive Committee shall have the right for good and sufficient reason to terminate membership of any member provided that the member concerned shall have the right to be heard by the NAHS Board / Executive Committee before a decision is made.

Any member of the Association may resign their membership by putting a request in writing to the secretariate.

Appeals may be made in writing from an individual directly to the Chairperson and will be heard by a panel of the Board / Executive Committee.

Details describing joining criteria and voting privileges will be available online in the eligibility section of the website along with the joining instructions.

Membership to the organisation is to be made online via the online web platform.

5. NAHS Management

In March 2021 the National Association for Healthcare Security became a limited company (Companies House Registration 13242341). As a limited company NAHS became a legal entity, entitled to protect its intellectual property, rights and other assets. The governing body consists of Board Members (those registered at Companies House as Board Directors of NAHS Ltd) and the Exec., who have equal rights but are not registered Board members.

Except as provided otherwise in this Constitution the policy and general management of the affairs to NAHS shall be directed by the Board / Executive Committee, which shall meet not less than 4 times a year.

The Board / Executive Committee will report directly to the Chairperson of NAHS. The Executive Committee will comprise of: The Chair. Vice Chair and other Board / Executive Director's as deemed necessary to fully discharge the duties and functions of the association. Further information on Board / Executive membership can be found on the website.

NAHS will be managed by an elected board of directors. (Elections to be held for one period in every three consecutive years, votes will be cast by NAHS members only during election period(s). Unless subject to need for early election.

Elected posts will be of three-year duration, unless a Board / Exec Member stands down or is otherwise required to leave. Elected officials can stand for further periods at the discretion of the electorate.

Voting will take place online to ensure that all members have an opportunity to cast their vote. Updates on voting and Board / Exec. Membership will be given online (website) and in periodic membership updates.

The Chairperson and Vice Chair will be elected by a majority vote from the directly elected Board / Executive Committee. To stand for election as Chairperson or Vice Chair an individual must already be an elected member of the board of directors.

Members of the Board / Executive Committee will retain voting permissions for the election of the Chair and Vice Chair positions. Each member may cast 1 vote for each position.

In order to be nominated for election into the board of directors a person must be invited to participate in the election process by the current NAHS chairperson or another member of the Executive Committee. There may be no less than six and no more than 12 elected directors.

6. Patronage

The Board / Exec. Committee may appoint a Patron, someone in a position of authority, who's name or professional standing may add weight to NAHS aims and objectives. There will be no set time limit for their tenure, which will be at the discretion of the Board / Exec. Committee and the Patron themselves.

7. Company Information

In March 2021, the National Association for Healthcare Security (NAHS) became a limited Company (No 13242341). As a legal entity, NAHS can protect its name, tangible assets and intellectual property. Other benefits include enhanced credibility, potential tax efficiencies and improved access to capital. As a result of becoming a limited company, NAHS had to appoint a Board of Company Directors to work alongside the Exec. Committee. Details of Board Directors can be found at Companies House. However, a more comprehensive membership list of both Board Directors and Exec Committee can be found on the NAHS website.

8. Functions of the Board / Executive Committee

The Board / Executive Committee may make such regulations as its members consider appropriate for the efficient conduct of the business of the committee and NAHS.

The Board / Exec. Committee may appoint sub-committees, advisory groups or working parties of its own members and other persons as it may from time to time decide necessary for the carrying out of its work and may determine their terms of reference, duration and composition. All such sub- committees shall make regular reports on their work to the Board / Executive Committee.

Board / Exec Members will abide by conditions contained in the KPI for Board / Exec members attached at Appendix 'A'

9. Chairing Meetings

All meetings of NAHS or any of its sub-committees shall be presided over by its Chair, or in their absence its Vice Chair, If neither is present, those present may elect one of their number to take the Chair (the Chairperson of any meeting shall have a second or casting vote).

10. Annual General Meeting

An Annual General Meeting (AGM) shall be held within 15 months of the date of the adoption of this constitution and each calendar year thereafter.

Notices of the AGM shall be published six (6) weeks beforehand and a report on the Group's financial position for the previous year will be made available at the meeting.

An Extraordinary General Meeting (AGM) may be called at any time at the request of the committee or Board of Directors, or not less than one quarter of the membership, A notice explaining the reason shall be sent to all members Six (6) weeks beforehand. Due to the size and composition of the NAHS membership, any such meetings will be held via MS Teams or other similar communication platform.

11. Rules of Procedure at all meetings

A. **Voting:** Voting will take place online to ensure that all members have an opportunity to cast their vote. Updates on voting and Board / Exec. Membership will be given online (website) and in periodic membership updates.

B. Questions that cannot be resolved at the AGM held at conference will be cascaded to the membership for a full vote.

C. **Minutes:** Minutes shall be kept by the committee and all sub-committees and the appropriate secretary shall enter therein a record of all proceedings and resolution. All minutes will be published on the members area of the NAHS website no more than 4 weeks following any meeting.

D. **Quorum:** The quorum at general meetings of NAHS shall be >25% of its membership including at least six members of the Board / Exec team.

E. **Standing Orders:** The Board / Executive committee shall have power to adopt and issue standing orders and or rules for NAHS. Such standing orders and or rules shall come into operation immediately PROVIDED ALWAYS THAT- they shall be subject to review by NAHS in general meeting and shall not be inconsistent with this constitution.

12. Alterations to the Constitution

Alterations to this Constitution will require the approval of the majority of the Board / Exec. Committee and be cascaded to NAHS members via email and posted on the NAHS website.

13. Accounts

All monies raised by or on behalf of NAHS shall be applied to further the aims and objectives of NAHS and for no other purpose, provided that nothing herein contained shall prevent the payment of legitimate out-of-pocket expenses to members of NAHS engaged upon the approved business of NAHS.

The funds of the group including all donations, contributions and bequests, shall be paid into an account operated by the treasurer of the Board / Exec. Committee / COO. All expenditure must be countersigned by a minimum of two authorised signatories from the Board / Exec committee.

All income and expenditure will be recorded. The COO shall keep proper accounts of the finances of NAHS. A report will be made available to the Chairperson of all financial activity and read out at all AGMs.

The financial year of NAHS shall run from 1st April to 31st March.

A bank account shall be maintained in the name of the National Association for Healthcare Security with such a Bank as the Board / Committee shall from time to time decide.

The Board / Executive committee shall authorise the COO, Chair, Vice Chair and other authorised counter-signatories to sign off all expenditure on behalf of NAHS. All expenditure to be signed by not less than 2 of the 4 authorised signatories.

14. Dissolution

Dissolution can be called for and confirmed if an agreement is reached between the Board / Executive Committee, if dissolution is accepted the committee shall distribute any assets remaining after the payment of all bills to other charitable group(s) or organisation(s) having aims similar to the Group or some other charitable purpose(s) as the Group may decide.

15. Disclaimer

NAHS DOES NOT provide any legal advice and users of the NAHS web site should consult with their own legal team for advice.

This web site is a general service that provides NHS security information. We are not a security consultancy and we have no employees. The information contained in the site is general NHS security information and should not be construed as legal advice to be applied to any specific factual situation.

If you are unsure whether your particular situation requires legal intervention, you should consult a lawyer or enforcement agency. Any use of the site DOES NOT create or constitute a relationship between NAHS or any member of or other person associated with NAHS and a user of the site. Circumstances differ in each situation and may be interpreted or applied differently depending on your location or situation, the information or use of documents on the site is not a substitute for the advice of an enforcement agency.

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While we have worked to make our site and all the features on our site compatible with most commonly used browsers, we cannot guarantee that every feature will work with your browser.

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National Association for Healthcare Security – Structure 2025/26

Board of Directors



Chair



Vice Chair



Chief Operating Officer



Learning & Development



Wellbeing & Inclusion

Patron



Vacant
TBC

Executive Officers



Liaison HE/AUCSO



Secretariat



Executive Officer



Executive Officer



Executive Officer



Executive Officer

Key Performance Indicators for Board / Exec. Membership

Introduction

The National Association for Healthcare Security (NAHS) was formed in 1994 as a not-for-profit voluntary organisation, to develop and professionalise security in healthcare. See website for further details.

Management Structure

NAHS operates a two-tier management system. NAHS Ltd Board of Directors and NAHS Executive.

To operate as a legal entity and protect intellectual property NAHS formed a limited company in March 2021. Usually, Board Directors are selected from existing NAHS Exec. members who have a proven track record working within the security sector and working as a NAHS Exec. However, where the Board identify an exceptional candidate, it may appoint someone directly to the Board who has not previously served as a NAHS Executive.

Primarily, the Board / Exec. consist of those who work directly for NHS / healthcare organisations in a security management role. However, Board / Exec. members may be directly employed or associated with regulatory or supervisory bodies such as NHS England, CQC, SIA, or have a clinical or medical background, or who hold management positions in the private security industry.

Term of Office

Board / Executive members serve a term of 3 years. Initially, applicants may apply to become a member or be invited by the existing Board / Exec. to join as interim, until confirmed substantive by the main membership body (at AGM or electronic vote). At the end of their term of office, members can reapply to serve further terms. However, this will be determined by their performance during their previous tenue, to be agreed by the existing Board / Exec. body.

Board / Exec. Position

Once appointed to the Board / Exec. statutory positions will be decided internally including Chair, Vice-Chair, Chief Operating Officer and Secretariate. Other positions and work-streams will be agreed and allocated as required.

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Registered Office: International House, 36-38 Cornhill, London EC3V 3NG Email: secretary@nahs.org.uk

Personal Information / Workstreams

Board and Exec. members are required to comply with the following:

- Provide short bio with photo (passport style).
- Keep NAHS updated with contact details Inc. email / mobile number.
- Link with Chair to agree / update portfolio (workstreams to be undertaken).
- Complete register of interests / returns (annually) and submit to COO.
- Disclose organisational affiliations, meetings or workstreams to which NAHS / your NAHS position is associated.
- Update the Chair / Board immediately if there is a potential conflict of interest in work undertaken or affiliations with other organisations (see below).
- Ensure that if / when you are not able to attend an event, it is communicated to the Chair / Secretariate in a timely manner so that other arrangements can be made.

Attendance

- Attend all Board / Exec. scheduled meetings for duration.
- On occasion, it may be necessary to call an extraordinary general meeting at short notice which the Board / Exec. must make every effort to attend.
- Attend annual NAHS Conference for duration Inc. AGM and evening events such as exhibitor networking event and Black-Tie Gala Dinner Awards Ceremony. During the conference Board / Exec. members will act as NAHS Ambassador' and undertake conference duties as required.
- Attend two Corporate Sponsorship Knowledge Share Meetings per annum.
- Attend other events as required to act as ambassador to NAHS e.g. Security Event and Security Expo.

Regional Events

- To identify regional healthcare security meetings in your area to promote NAHS membership and update on NAHS workstreams.

Administration

- To provide detailed written activity reports (template provided), on NAHS work undertaken during reporting period, highlighting the activity that took place, the benefit to NAHS and measurable outcomes.
- To contribute articles to the NAHS monthly newsletter (min. one per quarter).
- To actively promote NAHS, NAHS membership, corporate sponsorship, exhibitor opportunities, training, conference attendance and other NAHS activities via social media with at least two posts per month.
- To like, share and repost NAHS social media from other authors / sources.

Conflict of Interest

It is recognised that on occasion, a NAHS Board / Exec. member may encounter a NAHS sponsor, exhibitor, or other contact with whom they have an existing business or personal relationship. To ensure impartiality and transparency, details of any existing association must be declared to the Chair and declarations of interests.

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Nondisclosure Agreement / Intellectual Property

Whilst engaging in NAHS business, Board / Exec. members may become privy to information, which is classified (Top Secret, Secret, Confidential or Restricted), or contain personal identifiable information, or is commercially sensitive or has the potential to derive a benefit in kind.

Information obtained through NAHS business must not be shared externally without the expressed permission of the Chair, Board or Executive body, and can only be used for NAHS business.

All legislation relating to government protective marking, personal identifiable information or general data protection regulation (GDPR / DPA 2018) and commercial interest freedom of information (FOIA 2000) must be observed.

KPI Compliance

It is appreciated that personal and professional commitments may, on occasion, interfere with compliance with these KPIs or NAHS engagement. Where there are foreseen circumstances which lead to a prolonged absence, it should be discussed with the Chair when the following options will be discussed:

- Informal discussion between Board / Exec. member to identify the reasons and what support mechanisms may be implemented.
- Relaxation of commitments to allow reduced activity.
- Temporary withdraw from NAHS Board / Exec. duties.
- Resignation from NAHS Board / Exec.

These KPI's and the conduct of the Board / Exec. body will be monitored and where a member fails to comply, or where there is deemed to be a conflict of interest, or where there is evidence of misconduct, the Board may choose to bring the NAHS Board / Exec. membership to a close.

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