

HOTEL SCHOOL



HOTEL MANAGEMENT COLLEGE

"HOTEL SCHOOL" Hotel Management College

Reg. No. in the Register of Educational Institutions: 3397802926, address: Smilšu Str. 3, Rīga, LV-1050, Latvia
phone: (+371) 67213037, e-mail: info@hotelschool.lv, <http://www.hotelschool.lv>

*APPROVED
at the meeting of the Council
of the "HOTEL SCHOOL" Hotel Management College
of September 23, 2024, Minutes No. 4-8/6*

Rīga, September 23, 2024

No. 4-2/3

REGULATIONS OF THE "HOTEL SCHOOL" HOTEL MANAGEMENT COLLEGE CONVENTION

1. General provisions

- 1.1. "HOTEL SCHOOL" Hotel Business College (College) Council of Advisors (Convention) is a collegial advisory body whose purpose is to promote the development of the College following the requirements of the labour market.
- 1.2. The director of the College forms the Convention, and its composition has been approved for five years.
- 1.3. The functions of the Convention are to advise the representatives of the College, promote the cooperation of the College with other involved parties, monitor and support the activities of the College, promote the professional growth of the students of the College.
- 1.4. The rules of the Convention are approved and amended by the College Council. Any interested party may submit proposals for amendments.

2. Tasks of the Convention

- 2.1. To provide proposals to the College Director in matters of development strategy and the development of professional education planning documents.
- 2.2. To participate in the selection and evaluation process of the teaching staff (administration) of the College by delegating your representative to the Selection Commission.
- 2.3. Provide proposals for the professional education program developed by the College before its licensing.
- 2.4. To promote the College's cooperation with regional merchants in the organization of training based on practice and working environment.

3. Composition of the Convention

3.1. The Convention consists of at least seven councillors - the director of the College, a representative of the College employees, a delegated representative of the Latvian Hotel and Restaurant Association, a delegated representative of the Chefs Club, at least one hotel representative, at least one former College teaching staff, a representative of the Riga City Council, a representative of the Riga Planning Region, as well as others representatives of interested institutions.

3.2. The chairman of the Convention is a representative of employers and is elected at the first meeting of the Convention. At the same meeting, a deputy chairman is elected, who replaces the chairman in his absence.

4. Organization of the work of the Convention

4.1. The Convention meets at least once a year. The agenda of the meeting is drawn up by the chairman of the Convention, based on the project developed by the College's Studies Department.

4.2. The meetings of the Convention are convened by its chairman or the director of the College.

4.3. The Councillors of the Convention are notified of the place and time of the meeting at least ten working days before the regular meeting or two working days before the extraordinary meeting, if any issues need to be considered urgently.

4.4. The Convention is quorum if at least half of the approving councillors participate in the meeting.

4.5. Decisions of the Convention are taken by a simple majority vote by open voting.

4.6. The decisions of the Convention have the nature of a recommendation, but the relevant party, if it does not implement the recommendations, must submit motivated considerations to the Convention within one month from the date of receipt of the proposal.

4.7. The Convention may invite representatives of the College's stakeholders to the meetings.

4.8. Convention meetings are organized and recorded, and other documentation is provided by the College's Department of Studies.

5. Closing questions

5.1. After being nominated to work in the Convention, the councillors of the Convention confirm in writing that they agree to work in it.

5.2. If an adviser terminates his activity in the Convention before the expiration of the composition term, he shall notify the College Studies Department of this fact in writing.

5.3. Councillors of the Convention do not receive remuneration for their involvement in the work of the Convention.