1. Introduction
The Scientific Secretary is responsible in collaboration with the local organising committee for the scientific programmes for ISBT regional and international congresses. Two regional congresses are held in odd numbered years and one international congress in even numbered years. The Scientific Secretary will ensure that the scientific programme of ISBT international and regional congresses is of a consistently high standard, that new speakers and topics are a feature of the scientific programme and new ideas for the format of the scientific programme are captured as appropriate e.g. Question and Answer sessions, use of electronic voting at sessions etc.

2. Appointment
The Scientific Secretary is appointed by the ISBT Board of Directors following expressions of interest for the post.

3. Term of Office
Three years

4. Relationships
The person appointed will have close involvement with the ISBT Executive Director, the ISBT Scientific Officer, the Chair of the Standing committee of the ISBT Academy, the congress secretariat (MCI) and the Chair of the Local Organising Committee.

5. Duties
The Scientific Secretary will:-

- Establish a small scientific committee to advise on appropriate topics and speakers for ISBT regional and international congresses and other ISBT scientific events as appropriate.
- Construct the scientific programme for ISBT regional and international congresses in collaboration with the local congress organising committee.
- Use the ISBT Working Parties as a sounding board for suggestions for parallel sessions and speakers for the scientific programme at ISBT regional and international congresses.
- Act as chairperson for the scientific review meeting which will choose abstracts for oral presentation and posters.
- Maintain regular contact with the ISBT Executive Director regarding preparation of the congress scientific programme

6. Remuneration
The post is non-remunerated. Economy class travel and accommodation are paid only for attendance at the scientific review meeting usually held four months prior to a congress and congress registration, travel and accommodation.

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Person Specification

1. An excellent international reputation in the field of transfusion medicine with current or recent publications in highly respected journals
2. Broad knowledge of the field of transfusion medicine to enable the development of wide ranging and appropriate topics for inclusion in congress scientific programmes from the donor to the patient
3. Excellent communication skills, with the proven ability to communicate effectively and persuasively with colleagues across the globe
4. Evidence of proactive contribution to ISBT
5. Excellent organisational skills and ability to work to tight turnaround times
6. Commitment to collegiality and inter-disciplinary working
7. Excellent organisational and administrative skills.