Terms of Reference

Standing Committee of the ISBT Academy

Membership and Structure

The Standing committee of the ISBT Academy will be chaired by the ISBT senior Vice President (VP) and will comprise no more than 12 ISBT members, with wide international representation, who are involved or have an interest in education. One of the twelve members will be the ISBT Junior VP. Each WHO Region should be represented. Membership will be recommended by the SCA and Regional Directors, and confirmed by the ISBT Executive Board.
With the exception of ex-officio members above, and the Senior and Junior VPs, the term of membership will be three years, renewable once.

Members of the SCA comprise:

Scoring members (1 per WHO region)
Special Project member(s) (non-scoring)
Ex-officio members (non-scoring)

- The ISBT Scientific Secretary
- Scientific Officers (Central Office)
- Coordinator of I TRY IT programme
- Coordinator of ISBT Mentorship platform
- Executive Director

Executive Committee

- Senior and Junior VP
- Executive Director
- Scientific Officers (Central Office)

Purpose of SCA

The Standing Committee of the Academy (SCA) is responsible for determining the scope and management of the activities of the ISBT Academy, which is the educational arm of the ISBT. The primary goals of the Academy are to host workshops and educational activities in association with national, regional and international meetings, congresses or societies. The SCA also has the responsibility of assuring the quality of the educational material presented or sponsored by the Academy. The SCA will serve as the advisory committee to the ISBT Foundation. The SCA also

facilitates and guides development of core curriculum courses in Transfusion Medicine or other educational activities in accordance with the ISBT Strategic plan.

Scope and responsibilities of SCA

Activity	Scoring members	Special Project member(s)	Ex-officio members	VPs	Executive Committee
Solicit and review applications for ISBT Academy funding for educational activities, use of the ISBT logo and ISBT endorsement of formal educational courses.					
Develop and review policies related to ISBT Academy activities					Led by
Propose activities to the ISBT Board for ISBT Academy involvement that are within the scope of the ISBT's strategic objectives.					Led by
Providing input for the Academy Day at ISBT congresses to the ISBT VPs, ISBT Scientific Secretary, and the professional and local congress organisers.				Led by	
Contribute to the planning of ISBT Highlight events in collaboration with other national societies and the respective Regional Director.					Led by
Contribute to strategic development of ISBT's eLearning program, including structure of the ISBT Education portal and oversight of steering groups required for specific projects.					
Maintain oversight of any national, regional or international transfusion medicine educational initiatives made					

available by other societies / organisations that might influence the direction of ISBT education.					
Oversight of Mentorship and I TRY IT Programme, informed by the chairs of the respective programmes.			Mentorship and I TRY IT Programme Chairs		

Meeting arrangements: The SCA will meet in-person at least every two years in association with the International Congress, and additionally online as requested by the Chair. A quorum shall be comprised of at least 50% of the members. The meeting agenda will be set by the Chair, in consultation with the Junior VP and the ISBT ED. The minutes will be prepared by one of the Scientific Officers (ISBT Central Office) in consultation with the VPs.

Reporting: The SCA is responsible to the ISBT Board of Directors. The SCA Chair, in consultation with the committee members, will make an annual report to the ISBT Board on the outputs from their activities. A report will also be sent for inclusion in the ISBT annual report. The SCA Chair is also a member of the ISBT Foundation Board and reports annually to the Foundation on Academy activity.

Resources and budget: The VPs with the assistance of the ISBT ED, will develop a proposed annual budget for Academy funded activities for submission to the Foundation if requested. The SCA may additionally seek ad hoc funding for specific projects or programs from the Foundation through a specific application process.

Review: The ToR will be reviewed every two years; this will be the responsibility of the incoming Chair.