

Duties of ISBT Vice Presidents



Introduction

The ISBT Vice Presidents are the board members responsible for education at ISBT requiring a time commitment to oversee the activities of the ISBT Academy. This includes preparing the Academy Day programme at ISBT congresses, preparing the programme for 'ISBT Highlights' days at national congresses, reviewing applications for ISBT Academy sponsorship and driving forward the education strategy of ISBT. Nominees for the Vice Presidents position should therefore have a keen interest and experience in education and be prepared for the necessary commitment to the ISBT Academy. The Vice Presidents are members of the ISBT Board and Executive Committee.

The Board of Directors

The Board of Directors is elected by the membership collectively has responsibilities set out in the ISBT Statutes, By-Laws and Standing Financial Instructions (SFI). The Vice Presidents are members of the board of Directors, the Executive Committee and has role specific duties all of which are listed below.

As mandated by the Statutes, By-Laws and SFI, the ISBT Board of Directors:

- Is entrusted with the management of the Society (**Statutes Article 12.1**)
- Ensures that the Society complies with its governing Statutes and By Laws (**Statutes Article 12.4**)
- Approves income other than membership subscription fees (**Statutes Article 4b**)
- Appoints Honorary members (Statutes Article 5b) and Affiliate members (**Statutes Article 5c**)
- Gives notice of termination in the event that a member has ceased to fulfil the requirements for membership laid down in the Statutes, in the event that the member has not observed their obligations towards the Society and in the event that the Society cannot reasonably be expected to allow the membership to continue (**Statutes Article 7.5**)
- Expels members if they act contrary to the Statutes, the rules or resolutions of the Society or prejudice the Society in an unreasonable manner (**Statutes Article 7.6**)
- Convenes extraordinary General Assemblies (**Statutes Articles 8.2 and 9.4**)
- Appoints permanent committees, *ad hoc* committees and working parties and identifies members to undertake specific activities to further the Societies aims as necessary (**By-laws Article 6.1**)
- May delegate some or all of its responsibilities to an Executive committee (**Statutes Article 14.1**)
- Must keep accounting records of the finances of the Society, produce an annual report on the activities of the Society, and keep the books, documents, and other databases in such a manner that the rights and obligations of the Society may be recognised at all times (**Statutes Article 20.2**)

- Must publish its annual report on the situation of the Society and the policy pursued (**Statutes Article 20.3**).

ISBT Board members also:

- Actively participate in Board of Directors and Executive Committee or Regional Directors face-to-face and virtual meetings.
- Actively contribute to the Board in relation to the strategic direction of the Society and provide guidance on relevant issues.
- Act as an Ambassadors of the Society promoting the Society whenever possible in order to increase visibility and reach of the society.
- Act to advance the vision, mission and goals of the society
- Promote the ISBT Academy.
- Contribute to relevant committees
- Participate in board liaison with working parties, as required.
- Act as a link between the ISBT and National or Regional Societies and other organisations related to transfusion medicine, as appropriate.
- Provide articles for Transfusion Today as appropriate.

The Executive Committee

The Executive meets as often as the President deems necessary.

The Executive Committee comprises the President, the Vice Presidents, the Secretary General, the Treasurer, the President Elect and the Past President (**Statutes Article 14.2**).

The Executive Committee ensures that the Society acts in accordance with the resolutions of the Board of Directors. (**Statutes Article 14.3**).

Core Duties of the Vice Presidents

Statutes (15.1)	1. The most senior Vice President will act as Chairperson in place of the President if the President cannot act for any reason. If neither the President nor most senior Vice President can act the junior Vice President will automatically assume the duties of the President.
Committee of the ISBT Academy ToR	2. The most senior Vice President acts as Chair of the Committee of the ISBT Academy and the junior Vice President as Vice Chair. 3. Compiles the Academy Day programme for ISBT regional and international congresses seeking suggestions from the committee and working in close liaison with the ISBT Scientific Secretary, ISBT Scientific Officer, ISBT ED and Professional Congress Organiser.

4. Advises on speakers for ISBT Academy events.
5. Reviews ISBT Academy applications

ISAC ToR

6. Member of ISAC.