



### ISBT Working Party Leadership

Each working party must have a Chair and Vice-Chair, elected by the working party members. Where deemed necessary, WPs can opt to have co-Chairs who will share the responsibilities outlined below.

Other elected positions (Secretary, Treasurer, sub-group Chair) may be established according to the needs of the individual WP and should be defined in the Terms of Reference (ToR).

The term of office for WP officials is a maximum of 4 years, renewable no more than once.

#### WP Chair

The Chair is the primary WP contact person for the ISBT central office (CO) and board liaison and also for the contact form on the WP page of the ISBT website. The Chair has regular contact with the ISBT CO and receives quarterly WP updates.

#### The Chair's responsibilities on behalf of the WP include:

- Representing the WP at International Scientific Advisory Committee (ISAC) meetings
- Defining an annual workplan for the WP in line with ISBT strategy
- Preparation and submission of an annual WP budget for activities
- Coordinating subgroups
- Monitoring costs of activities to avoid exceeding the budget wherever possible and alerting the ISBT ED where additional funding may be required.
- Holding an annual WP business meeting open to all members and to agreed observers, liaisons and ISBT corporate partners (face to face if possible, or virtual)
- Organising elections for WP leadership positions in collaboration with ISBT CO
- Maintaining contact with the Board WP liaison
- Reviewing the WP ToR at least every 4 years and submitting any updates to the WP ToR for ISBT Board review
- Identifying specific contacts within the WP to assist ISBT CO and Board:
  - A YP for “communications and social media” contact for CO
  - WP member(s) for ISBT endorsement and advocacy sounding board
  - WP member(s) for assistance with ISBT Education
- Assisting ISBT Scientific Secretary and ISBT Academy with content for sessions / workshops at ISBT congresses
- Authorising YPs activities on behalf of the WP
- Providing material (educational and WP information) for ISBT WP webpage
- Providing an annual report to the ISBT CO for inclusion in the ISBT annual report

Tasks related to the responsibilities above may be delegated to elected WP officers (Vice-Chair, Secretary, Treasurer) or other WP members, but the Chair retains overall responsibility.

**Vice-Chair**

- Assists the Chair whenever necessary (e.g., regarding the annual workplan, annual report, planning and organizing of WP activities etc.)
- Delegates for the Chair as WP representative
- Assumes the Chair's responsibilities in their absence, e.g., due to illness, or in a period between resignation of the Chair and election of a new Chair.

**Secretary – example role:**

- Arranges for the working party meetings
- Maintains an updated WP and subgroup membership list (of active ISBT members)
- Maintains minutes of the WP meetings
- Liaises with the ISBT office on the WP social media and form posts.
- Liaises with the ISBT office on updates for the WP webpage on the ISBT website

**Young Professional Representative (< 40 years of age) – example role:**

- Prepares WP social media posts with contribution of subgroup representatives
- Prepares WP Forum posts with contribution of subgroup representatives
- Prepares material for the WP webpage on the ISBT website with contribution of subgroup representatives.