

## Duties of the President



### Introduction

The ISBT President leads the Society on behalf of the members. The position is held for two years. The President then assumes the past President position for a further two years. The ISBT President represents ISBT as appropriate at international meetings and conferences. The ISBT President will hold regular telecons with the ISBT Executive Director and Secretary General to discuss regular business of the society. The ISBT President will visit the ISBT office as necessary. The ISBT President acts as line manager for the ISBT Executive Director. Duties as a member of the Board of Directors, the Executive Committee and as President are detailed below.

### 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 President leads the board of Directors and 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 President as defined in the statutes, bylaws and Standing Financial Instructions (SFI)**

<b>By-laws (5.1)</b>	1. Acts as Chair of the ISBT General Assembly.
<b>By-laws (5.3)</b>	Approves the minutes of the General Assembly with Secretary General.
<b>By-laws (6.2)</b>	Acts as Chair for all Executive and Board of Directors face-to-face and virtual meetings.
<b>By-laws (6.1)</b>	4. Is an ex officio member of all committees of the Board of Directors.
<b>Statutes (12.5)</b>	Calls a meeting of the Board of Directors at least once a calendar year.
<b>Statutes (14.4)</b>	Requests the Executive Committee to meet as often as deemed necessary.
<b>Statutes (16.3I)</b>	7. Appoints the tellers for the Elections.
<b>By-laws (7.1 and 7.2)</b>	Receives and investigates reports of a real or apparent breach of the Statutes, By-laws or resolutions, by any member of the society (other than themselves), and including breaches of the Code of

Conduct in the case of Board members.

**SFIs (7.1)** Acts as arbitrator in the case of any dispute related to expenses claims, except his or her own in which case the Treasurer shall act as arbitrator.

**Other duties of the ISBT President**

1. Convenes regular conference calls with the ISBT Executive Director, Secretary General, and other members of the Executive Committee as appropriate.
2. Acts as line manager for the ISBT Executive Director (ED) and carries out performance review for the ISBT ED.
3. Acts as Chair for the ISBT Developing Country Award.
4. Acts as Co-chair for the Jean Julliard Prize session and the ISBT Presidential award session.
5. Participates in the opening and closing ceremonies at ISBT congresses