

## Duties of ISBT Directors representing a WHO region



### Introduction

Regional Directors are members of the Board of Directors of ISBT. They represent ISBT in their WHO region and are ambassadors for the Society promoting ISBT's. They participate in regional events as appropriate and advise the ISBT Board and Central Office of transfusion related activities in their region. Specific duties are listed below. Nominees for Regional Director should be active within ISBT and be interested in improving transfusion practice in their region.

### 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). Regional Directors are board members and also have specific duties as stated 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.

**Specific duties of Regional Directors**

- Promote the Society in order to assist in recruiting new individual and affiliate members in the region
- Promote the ISBT Academy in order to increase the number of Academy events in the region
- Act as an Ambassador of ISBT, meeting with National Society/Blood Centre Directors from the region, whenever possible at ISBT congresses
- Participate in at least one local/regional transfusion society meeting per year
- Source at least two articles per year for Transfusion Today from the region
- Participate in the planning of ISBT regional congresses as appropriate
- Review applications for ISBT exempt membership within region.
- Review budgets for ISBT Academy applications within region.