

# Duties of the ISBT Secretary General



## Introduction

The ISBT Secretary General is a member of the ISBT Board and the ISBT Executive Committee for a four-year term and is eligible for re-election for one additional term of four years. The Secretary General is responsible for good governance of the Society, ensuring that the business of the Society is carried out as laid down in the Statutes and by laws. Nominees for Secretary General should be active within ISBT with a good understanding of the Society's governance structure and activities and should have experience with policy development and governance oversight.

## 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 Secretary General is a member 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 Secretary General**

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| <b>Statutes 5.2a</b> | 1. Decides on all applications for individual membership and notifies the candidate of the decision.      |
| <b>Statutes 8.1</b>  | 2. Convenes the General Assembly and notifies the members   |
| <b>By-laws 5.2</b>   | 3. Takes the minutes of the proceedings of the General Assembly.  |
| <b>By-laws 5.3</b>   | 4. Signs (digitally or electronically) the minutes of the General Assembly after they have been approved. |
| <b>By-laws 5.5</b>   | 5. Receives proxy votes prior to the commencement of the General Assembly                                 |
| <b>By-laws 5.7</b>   | 6. Decides whether a proxy is admissible or not   |

- By-laws 7.1** 7. Receives reports of a real or apparent breach of the Statutes, By-laws or resolutions by the President, including the Code of Conduct.
- By-laws 7.2** 8. Investigates allegations of a real or apparent breach of the Statutes, By-laws or resolutions by the President, including the Code of Conduct.
- By-laws 7.6** 9. Receives notice from any member who has been accused of real or apparent breach of the Statutes, By-laws or resolutions, including the Code of Conduct in the case of Board members, and wishes to make representation to the General Assembly
- Statutes 16.3a** 10. Notifies all members of the elections at least six months in advance of the relevant General Assembly and call for nominations to fill vacancies on the Board of Directors
- Statutes 16.3e** 11. Receives nominations from candidates at least four months before the relevant General Assembly
- Statutes 16.3f** 12. Responsible for ensuring that nominees fulfil the criteria for nomination
- Statutes 16.3h** 13. Sends a notice by electronic means at least three months before the relevant General Assembly announcing the opening of voting.
- Statutes 16.3m** 14. Receives the result of the electronic voting
- Statutes 16.3n** 15. Makes the results of the elections known to the members
- Statutes 21.2b** 16. Receives amendments to the Statutes at least six months prior to the relevant General Assembly
- SFI's 7.1** 17. Is an authorised signatory for expenses
- By-laws (7.1)** 18. Receives reports of a real or apparent breach of the Statutes, By-laws or resolutions by the President, including the Code of Conduct.
- By-laws (7.2)** 19. Investigates allegations of a real or apparent breach of the Statutes, By-laws or resolutions by the President, including the Code of Conduct.
- ToR Vox Com** 20. Acts as Chair of the Vox Sanguinis Committee
- ToR ISAC** 21. Is a member of ISAC
- Foundation** 22. Is a member of the Board of Directors of the ISBT Foundation