

Duties of ISBT Vice Presidents



Introduction

The ISBT Vice Presidents are the focal point for education in ISBT. Nominees for the Vice Presidents position should therefore have a keen interest in education. A substantial amount of the Vice Presidents time is spent on ISBT education work. This includes preparing the Academy day programme at ISBT congresses, preparing the programme for 'Highlights of ISBT' days at national congresses, reviewing applications for ISBT Academy sponsorship and driving the education strategy of ISBT forward.

The Vice Presidents are members of the ISBT Board and Executive Committee. The senior Vice President is the Chairperson of the ISBT Academy Standing Committee. The junior Vice President assists the senior Vice President in this role.

The Board of Directors

The Board of Directors is appointed by the General Meeting and consists of the President, two Vice Presidents, the Secretary General, the Treasurer, the President Elect, the Past President and nine regional Board members elected from the six WHO regions with two members for Europe, the Americas and the Western Pacific.

The 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 Article 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).

Duties of the Vice President as a member of the Board of Directors

1. Attends and actively participates in Board of Directors and Executive face to face meetings and telephone conferences.
2. Participates in regular conference calls with the ISBT Executive Director, Secretary General and other members of the Executive committee as appropriate.
3. Contributes actively to the Board in relation to the strategic direction of the Society and provide guidance on relevant issues.
4. Acts as an Ambassador of the Society promoting the Society whenever possible in order to increase visibility and assist in recruiting new members.
5. Oversees the ISBT Academy.
6. Acts as a link between the ISBT and National or Regional Societies as appropriate.
7. Provides articles for Transfusion Today as appropriate.
8. Exercises economy and efficiency in the use of resources.
9. Conforms with the requirements of the Standing Financial Instructions and Scheme of Delegation.

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The Executive Committee

The Executive committee consists of the President, the Vice Presidents, the Secretary General, the Treasurer, the President Elect and the Past President (Statutes Article 14.2).
The Executive Committee:-

Statutes (Article 14.3) 1. Ensures that the Society acts in accordance with the resolutions of the Board of Directors.

SFI 3.4 2. Responsible for the delegation of budgets, e.g. to the ISBT Working Parties.

Core Duties of the Vice Presidents

Standing committee of the ISBT Academy ToR

1. The most senior Vice President acts as Chairperson of the Standing Committee of the ISBT Academy and the junior Vice President as Vice Chairperson.
2. Compiles the Academy day programme for ISBT regional and international congresses seeking suggestions from the Standing Committee and working in close liaison with the ISBT Scientific

Secretary, ISBT Scientific Officer, ISBT Executive Director and Professional Congress Organiser.

- 3. Advises on speakers for ISBT Academy events.
 - 4. Oversees ISBT's e-learning programme
 - 5. Reviews ISBT Academy applications
 - 6. 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 or most senior Vice President cannot act the junior Vice President will automatically assume the duties of the President.
- Statutes (15.1)**
- 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 (7.1)**
- 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 (7.2)**
- 9. Member of ISAC.
- Standing committee of ISAC**