



## 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. Detailed duties of the President are described in section 4.

### 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 President as a member of the Board of Directors**

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

### **SFI's 2.5**

### **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 President**

**By-laws (5.1)** 1. Acts as Chairperson of the ISBT General Assembly.

**By-laws (5.3)** 2. Signs the minutes of the General Assembly after they have been approved.

**By-laws (6.1)** 3. Acts as Chairman of all Executive and Board of Directors face to face meetings and telephone conferences.

**By-laws (6.1)** 4. Is an ex officio member of all committees of the Board of Directors.

**Statutes (12.5)** 5. Calls a meeting of the Board of Directors at least once a calendar year.

- Statutes (14.4)** 6. Requests the Executive Committee to meet as often as deemed necessary.
- Statutes (16.3I)** 7. Appoints the tellers for the Elections.
- By-laws (7.1)** 8. Receives reports of a real or apparent breach of the Statutes, By-laws or resolutions, including the Code of Conduct in the case of Board members.
- By-laws (7.2)** 9. Receives reports of a real or apparent breach of the Statutes, By-laws or resolutions, including the Code of Conduct in the case of Board members.
- SFI's (7.1)** 10. 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.
11. Acts as line manager for the ISBT Executive Director
12. Carries out performance review for the ISBT Executive Director

SFI – Standing Financial Instructions