

Duties of ISBT Secretary General



1. 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).

1.1 Duties of the Secretary General as a member of the Board of Directors

1. Actively participates in all Board of Directors 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 recruit new members
5. Promotes the ISBT Academy.
6. Act 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.

SFI's 2.5

2. 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.

3. Core Duties of the Secretary General

Statutes (5.2a) 1. Decides on all applications for individual membership and notifies the candidate of the decision.

Statutes (8.1) 2. Convenes the General Assembly and notifies the members through the ISBT Central Office

By-laws (5.2) 3. Takes the minutes of the proceedings of the General Assembly.

By-laws (5.3) 4. Signs the minutes of the General Assembly after they have been approved.

By-laws (5.5) 5. Receives proxy votes prior to the commencement of the General Assembly.

By-laws (5.7) 6. Decides whether a proxy is admissible or not.

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| By-laws (7.6) | 7. 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) | 8. 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) | 9. Receives nominations from candidates at least four months before the relevant General Assembly |
| Statutes (16.3f) | 10. Is responsible for ensuring that nominees fulfil the criteria for nomination |
| Statutes (16.3h) | 11. Sends a notice by electronic means at least three months before the relevant General Assembly announcing the opening of voting. |
| Statutes (16.3m) | 12. Receives the result of the electronic voting |
| Statutes (16.3n) | 13. Makes the results of the elections known to the members |
| Statutes (21.2b) | 14. Receives amendments to the Statutes at least six months prior to the relevant General Assembly |
| SFI's 7.1 | 15. Is an authorised signatory for expenses |
| ToR Vox Sang
Standing Committee | 16. Acts as Chairperson of the Vox Sanguinis Standing Committee |
| ToR ISAC | 17. Is a member of ISAC |
| Foundation | 18. Is a member of the Board of Directors of the ISBT Foundation |

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