Nomination for BBTS Council 2013 - 2016

Category of Vacancy - Council Member (General)

Nominee Details

Name & Qualification: _____

Position: _____

Work Address: _____

BBTS No: _____ Email: _____

We the undersigned, both being members of the British Blood Transfusion Society, propose that the member named above is a suitable nominee for election to Council. He / She has been a member of the society for at least 2 years and fits the criteria laid out in the Society Guidelines.

Proposer:

Name ***(BLOCK CAPITALS):*** _____

Email: _____

Contact Number: _____

Signature: _____ BBTS No: _____

Seconder:

Name ***(BLOCK CAPITALS):*** _____

Email: _____

Contact Number: _____

Signature: _____ BBTS No: _____

Please note: *Names of the proposer and seconder will appear on the ballot paper.*

Nominee Declaration

I, _____ above designated, confirm that I am willing to accept the above nomination and, if successful, am willing to serve on the British Blood Transfusion Society Council for a term of three years.

Signature: _____ Date: _____

Nomination forms should be completed and returned to the BBTS Office along with a short curriculum vitae of the nominated member (no more than 100 words). A brief statement should also be included detailing how the nominee's contribution can take the society forward, this statement will be included in the ballot paper.

BBTS OFFICE ADDRESS:

British Blood Transfusion Society | Enterprise House | Manchester Science Park | Lloyd Street North
Manchester | M15 6SE
Email: bbts@bbts.org.uk | Tel: 0161 232 7999

DEADLINE FOR RECEIPT OF NOMINATIONS IS 21st JUNE 2013

COUNCIL MEMBER TERMS AND RESPONSIBILITIES

Council is the body responsible for setting and monitoring the direction, strategy, policy and objectives for the Society and working alongside the BBTS Office staff to drive the Society forwards.

Candidates for election to Council (to serve Sept 2013 – Sept 2016) will be members of the Society for a minimum of two years and will be expected to attend 4 one-day meetings per year (held quarterly with all dates set at the start of the year). In addition to the role as Council member, individuals are asked to Chair or play a leading role in one of the Society's committees (up to a maximum of 4 one day meetings per year) or represent the Society on an external group/body. Council members are registered as a director and trustee of BBTS charity.

Key responsibilities for Council members are:

- To contribute actively to Council meetings giving firm, **strategic direction** to the Society, setting overall policy, defining goals and setting targets, including **evaluating performance** against agreed targets.
- To provide a **duty of care**, exercising care and skill, using personal knowledge and experience to ensure the charity is well run. As a Council member you will **review** board papers, contribute to and lead **discussions**, and provide **guidance** on issues.
- To act as an **ambassador** for the Society, promoting its interest at all times and safeguard the good name and values of the Society.
    - To attend the Annual Conference and act as a host to delegates, speakers and award winners.
    - To enter into dialogue as a visible council member with trade representatives to ensure they feel valued as a contributor to the society.
    - To promote membership of the society.
    - To attend other meetings and events.
- To ensure that the society **complies** with relevant legislation and regulations, supported by the Executive Manager.
- To ensure effective **financial management**, using funds and assets wisely and avoiding undue risk, supported by the Executive Manager & Honorary Treasurer.
- To ensure that the society pursues its **objects** as defined in its governing document and applies its resources exclusively in pursuance of those objects, supported by the Executive Manager.
- To provide **support** and guidance to the BBTS office team.
- To contribute (or source contributions) suitable interesting reading material at least once per year for the members to read within BBTS publications.
- To be available to provide a scientific/clinical input to guide and support the BBTS office team.

You will serve a three-year term of office and will not be eligible for re-election to council for a further three years following the end of your term.

Following receipt of all nominations, ballot papers will be drawn up and circulated to all members with voting rights. Results of the voting process will be announced at the Annual General Meeting which will take place in October at Birmingham ICC. All candidates will be informed of the result in writing following the meeting.