

BRITISH BLOOD TRANSFUSION SOCIETY

Enterprise House - Manchester Science Park –

Lloyd Street North - Manchester - M15 6SE

Tel: 0161 232 7999 Fax: 0161 232 7979

E-mail: bbts@bbts.org.uk



NOMINATION FOR BBTS COUNCIL 2012-2015

CATEGORY OF VACANCY

COUNCIL MEMBER (GENERAL) ☐

We, the undersigned, both being members of the British Blood Transfusion Society **PROPOSE** that:

----- (Name and Qualification)
----- (Status)
----- (Location)
----- (BBTS No.)

is a suitable nominee for election to Council and has been a member of the Society for at least **TWO** years. Please note that the names of the proposer and seconder will appear on the ballot paper. **Nominations should be accompanied by a brief curriculum vitae of approximately 50 to 100 words and a brief statement of how your contribution can take the Society forwards.** This statement will be reproduced and included on the ballot paper.

NAME (Block Capitals)

ADDRESS

SIGNATURE -----

BBTS No -----

NAME (Block Capitals)

ADDRESS

SIGNATURE -----

BBTS No -----

I, ----- above designated, confirm that I am willing to **ACCEPT** the above nomination and, if successful, am willing to serve on the Council for a term of three years.

SIGNATURE ----- DATE -----

THE DEADLINE FOR THE RECEIPT OF NOMINATIONS IS 22 JUNE 2012

COUNCIL MEMBER TERMS AND RESPONSIBILITIES

Candidates for election to Council (to serve Sept 2012 – Sept 2015) 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.

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.

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 make sure the charity is well run. As a Council 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 27 September 2012 at the Harrogate International Centre. All candidates will be informed of the result in writing following the meeting.