

**NOMINATION FORM**

**FOR THE COUNCIL OF**

**THE AUSTRALIAN AND NEW ZEALAND SOCIETY OF BLOOD TRANSFUSION LTD**

Nominations are invited for **ONE** position on ANZSBT Council (Treasurer) for the next term to 2027 AGM

 We nominate**\*** ..............................................................................................................

 for ANZSBT Council.

 Proposer**\*** ..............................................................................................................

 Address ..............................................................................................................

 ..............................................................................................................

 Date ................................................................

 Seconder**\*** ..............................................................................................................

 Address ..............................................................................................................

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 Date ................................................................

 I accept this nomination and have included a **brief curriculum vitae** detailing my position, fields of interest, current or previous council membership, membership of other societies.

**In the event of an election, a ½ PAGE CV is required for inclusion on the ballot papers**.

 Nominee**\*** ..............................................................................................................

 Address ..............................................................................................................

 ..............................................................................................................

 Date ................................................................

**\* Must be a full and financial Ordinary or Honorary Life member of the ANZSBT**

 **Please note that Honorary Life Members are eligible to be nominated as a Councillor of the Society**

PLEASE **EMAIL** THIS FORM WITH YOUR CV TO THE ANZSBT SECRETARIAT, anzsbt@anzsbt.org.au

**THE CLOSING DATE FOR NOMINATIONS IS COB 11th April 2025**

**COUNCIL INFORMATION**

The Society is managed by a Council, comprised of at least sixCouncillors. Consideration should be given to the representation of each Australian State and Territory on the Board; and at least one (1) Councillor must reside and be practising in New Zealand.

Councillors upon election hold office for a term of two years when they can elect to continue for a further term of 2 years provided always no Councillor shall hold office for more than three terms consecutively.

The treasurer is responsible for financial oversight of ANZSBT. This includes authorising payment of expenses, distribution of funds between accounts and investments, oversight of the investment portfolio, review of the annual auditor’s report and preparation of a Treasurer’s report for the AGM.

**ANZSBT Council: Roles and Responsibilities**

**Introduction**The Society is a registered, not for profit charity and is a public company limited by guarantee. As a councillor you are therefore a company director with all the legal obligations associated with that role. The formal responsibilities for Council are described in the Society’s [constitution](https://anzsbt.org.au/wp-content/uploads/2020/12/2020-ANZSBT-Final-Constitution-DECEMBER.pdf) (also available on the [website](https://anzsbt.org.au/wp-content/uploads/2020/12/2020-ANZSBT-Final-Constitution-DECEMBER.pdf)).

**Time commitment**Although a volunteer, being a member of ANZSBT Council does require a considerable time commitment to discharge all the responsibilities of the position. This should not be underestimated and will depend on Council’s workload and whether the particular Councillor has other roles such as being an office bearer or is a representative on a standing committee or the Annual Scientific Meeting (Blood) Local Organising Committee (LOC).

**Council meetings**Council meetings are regularly spaced throughout the year and vary in length from one hour toup to 2 full days depending on the purpose of the meeting.

* ***Face to Face meetings***Typically held in February and October/November (Saturday preceding the Annual Scientific Meeting in the host city). There is an expectation that Councillors attend these meetings.
* ***Virtual meetings***
Regular Council meetings are held through throughout the year (eg monthly or bi- monthly) with the duration of these virtual meetings being no longer than two hours.
* ***Additional ad hoc meetings***
Called as required to deal with business that cannot wait until a scheduled meeting.

**Routine Council business**Much of the Society’s work is managed outside of its regular meetings and in general by email or virtual communication between the Secretariat and Councillors, for example making decisions on issues that arise, carrying out any action items from meetings or routine business, providing comments, reading agenda papers or advice following requests from external parties.

**Annual Scientific Meeting (Blood)**Council is expected to attend the Blood meeting and are required to

* Review submitted abstracts and identifying speakers for the Presidential Symposium and oral free communication sessions and work suitable for poster presentation
* Select recipients of the Society’s awards
* Attend at the Society’s Annual General Meeting
* Provide support and guidance to invited speakers and in particular those from overseas
* Attend social activities including the international speakers and conference dinners
* Support the nominated ANZSBT Local Organiser (LOC) in the curation of the ANZBST stream of the Blood meeting

**Standing Committees**A Council member is normally allocated to be member of one of the Society’s three standing committees (Transfusion Science Committee (TSC), Clinical Transfusion Practice Committee (CTPC) and the Engagement & Learning Standing Committee (ELC)). This representation provides Council oversight of the committee as well as a mechanism for supporting the standing committee and in particular the Chair of the committee. Regular reporting between the standing committee and Council is expected.

**External representation or relationships**Councillors may be invited to represent the Society at meetings, on external committees or groups and prepare submissions in response to public consultations.

**Financial considerations**Councillors will normally be reimbursed any reasonable expenditure incurred performing Society business or when representing the Society. Travel and accommodation are provided to attend the two face to face Council meetings.