**BBTS Council: Nomination Form**

**Eligibility**  
Candidates should have been a member of BBTS for a minimum of 2 years and have an interest in setting and monitoring the direction, strategy and objectives for the Society.

**Nominee Details**

|  |  |
| --- | --- |
| Name |  |
|  |  |
| Position |  |
|  |  |
| Employer |  |
|  |  |
| Work Address |  |
|  |  |
| Email |  |
|  |  |
| Contact Number |  |
|  |  |
| BBTS Number |  |

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 required criteria.

**Proposer Details**

|  |  |
| --- | --- |
| Name |  |
|  |  |
| Email |  |
|  |  |
| Contact Number |  |
|  |  |
| BBTS Number |  |
|  |  |
| Signature |  |

**Seconder Details**

|  |  |
| --- | --- |
| Name |  |
|  |  |
| Email |  |
|  |  |
| Contact Number |  |
|  |  |
| BBTS Number |  |
|  |  |
| Signature |  |

**Supporting Statement**

Using no more than 300 words, please provide a statement detailing how the nominee’s contribution can take the Society forward, this statement will be included on the ballot paper.

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**Terms and Conditions**

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 will be members of the Society for a minimum of two years and will be expected to attend 3 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 may be 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 & eligibility 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 Director.

To ensure effective financial management, using funds and assets wisely and avoiding undue risk, supported by the Executive Director & 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 Director.

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 must not act as a trustee if you are disqualified under the Charities Act. This includes if you:**are disqualified as a company director  
have an unspent conviction for an offence involving dishonesty or deception (such as fraud)  
are an undischarged bankrupt (or subject to sequestration in Scotland), or have a current composition or arrangement including an individual voluntary arrangement (IVA) with your creditors  
have been removed as a trustee of any charity by the commission (or the court) because of misconduct or mismanagement

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 at the Annual Conference. Candidates will be informed of the result in writing following the meeting.

**Nominee Declaration**I agree to the terms and conditions as set out above.

|  |  |
| --- | --- |
| Name |  |
|  |  |
| Signed |  |
|  |  |
| Date |  |

**Completed applications should be returned via email to david.noble@bbts.org.uk** by the date displayed on the website. If you have any queries please contact the office on 0161 232 7999 or email bbts@bbts.org.uk