

Role description of the EBMT NG Board President, President Elect, Secretary and Accounts officer

The President, President Elect, Secretary and Accounts Officer are members of the EBMT Nurses Group Board. Additionally, to the organizational and administrative responsibilities there may be other tasks and duties as decided within the NG Board.

Applicants must be EBMT members and will be required to speak, read and write English sufficiently enough to be able to communicate effectively. Access to email and phone is mandatory. Potential candidates should be working currently within the field of Haematology and Stem Cell Transplant.

In order to make the most of the team's wealth of experience and ideas, meetings will occur face to face with the other members of the board 3 times a year

The NG Board will meet three times yearly:

- after EBMT Board Meeting (January or February)
- during the EBMT annual conference (March/April)
- the Board & All Committees meeting (September)

Roles and responsibilities

President and President Elect

The term is five years in total, three years as President, with one year as President Elect and one year as Past President.

To be a leader and devise with the support and advice of the NG Board strategies to take the NG forward in an expanding cellular therapy arena. The President will promote educational opportunities in all aspects of HSCT particularly around the major NG meetings. They will facilitate collaborative works with other professional bodies and be the point of contact between the nursing and medical committees.

This involves:

- Attending the main medical Board meeting
 - Represent the views and wishes of the NG members
 - Take part in Board decisions on the future direction of EBMT
 - Work in collaboration with NG Committee chairs, WP Chairs and main Board

- Member of the scientific committee
 - Develop the theme and agenda of the annual meeting with the SC
 - Integral part of the abstract selection process
- Responsible for developing the NG strategic plan
- Develop sponsorship opportunities to enable NG projects to be appropriately funded
- Lead in the following areas
 - Education policy
 - Scientific policy
 - Communication policy
 - Sponsorship policy

Secretary

The term is four years

Management of the Nurses Group administration in close collaboration with NG President, President Elect and Accounts Officer.

This involves:

- planning the yearly meetings (board, AGM and BAC)
 - notifying attendees of dates and venues
 - notifying EBMT office for accommodation and travel co-ordination
 - acquiring updates from committee chairs
 - inviting attendees to provide agenda items and develop and circulate agenda
 - writing and circulating minutes and actions for comment and agreement
- co-ordinate annual grants and awards
 - advertise end May
 - close end June
 - circulate applicants to Board (and Paediatric Committee) with review deadline
 - notify applicants of outcome and copy Accounts Officer for reimbursement
 - maintain list of awardees to track repeat applicants
- co-ordinate committees membership and election process of new Board and NG committee members
 - be aware of upcoming vacancies

- advertise appropriately and provide applicant with additional information and support where needed
- co-ordinate advertisement with EBMT office
- collate applicants after deadline and circulate to committees and Board
- notify applicants of outcome and copy committee chair into successful applicant notice
- Annual Business Meeting at main congress
 - Collect committee report slides and prepare slides for ABM
 - Include notice of any changes to TOR
 - Upcoming vacancies
 - Chair ABM
- Support committee activities as requested and agreed by board and where able
- Share information and updates through teleconferencing and e-mail.
- Governance; monitoring EBMT NG Bylaws/ TOR, Election process of new Board and NG committee members

Finance officer

The term is four years

Account officer is a member of the Nurses Group Board. Additionally, to the financial responsibilities there may be other tasks and duties as decided within the NG Board. The term is four years.

This involves:

- Management of the Nurses Group budget and finances in close collaboration with NG President and The EBMT Finance Office
 - planning the yearly budget
 - follow up of the correct use of the NG money
 - Ensure that systems and procedures regarding internal financial management and external accountability are in line with current standards
 - Collect and approve expense claims from the President, President Elect, Secretary and NG committee members (control, sign and insert into basecone system)
 - Keeps self and the board informed about the current financial situation of EBMT NG
 - Presentation of the annual accounts to the ABM
 - Liaise regularly with the main finance team (Leiden) to ensure budget managed accurately