



IFSHT JOB DESCRIPTION CHAIR EDUCATION COMMITTEE 2016-2019

OFFICE: CHAIR EDUCATION COMMITTEE

- Application for Chair is vetted by Nominations Committee
- Elected by voting members of the IFSHT Triennial Congress
- Term of office is 3 years, beginning at the close of the IFSHT Triennial Congress

REPORTS TO

- President Elect of IFSHT
- Executive Council of IFSHT

JOB TASKS & DUTIES

Communication

- Volunteer member applications are reviewed and approved by the Chair
- Reviews International Hand Therapy Teaching Grant applications and makes recommendation to Executive Council
- Develops Educational Committee goals
- Coordinates educational projects to meet these goals
- Communicates with the committee members and assigns tasks
- Communicates with delegates through surveys regarding educational needs
- Assures updated information on IFSHT webpage
 - Post-graduate educational listings
 - National/International education events
 - Encourages course organizers to advertise on the IFSHT webpage
 - Visit a Clinic programme
 - Web resources and apps relevant to hand therapy
 - Review and update the Hand Therapy Profile
- Provides Information Officer with ideas, suggestions, and articles for publication , as appropriate and as related to the topic of education

IFSHT Triennial Congress

- Prepares a written report to the Secretary General for review and distribution to delegates sixty (60) days prior to Triennial Council Meeting

SKILLS REQUIRED

- Computer skills regarding various forms of electronic communication
- Fluency in both written and spoken English
- Ability to utilize project management virtual office software

COMMITMENTS REQUIRED

Time

- Address emails and other communication on a timely basis
- Participation in committee activities may require 1 to 3 hours per month
- Commitment to a three year term