



**IFSHT JOB DESCRIPTION
INFORMATION OFFICER
2016-2019**

OFFICE: INFORMATION OFFICER

- Elected by the Delegate Council
- Term of office is for 3 years, beginning at the close of the IFSHT Triennial Congress

REPORTS TO:

- The Executive Committee of IFSHT (EXCO)

VOTING RIGHT:

- Voting member of the Executive Committee
- Voting member of the Delegate Council

JOB TASKS & DUTIES:

Leadership

- Assists in the long term planning of the society

Communication

- Solicits and edits therapy article for publication in quarterly IFSSH EZONE
- Provides communication related to IFSHT activities through the quarterly newsletter, IFSHT Update
- Submits IFSHT Update to publishers of American Journal of Hand Therapy and the British Hand Therapy Journal

Representative for IFSHT

- Active in outreach to current and potential members of IFSHT
- Submits a written report to the EXCO following attendance at any meetings at which the Information Officer is representative of IFSHT

IFSHT Triennial Congress

- Prepares a written Report to the Triennial Congress Council Meeting

Administrative

- Responds to emails in a timely manner
- Coordinates with webpage liaison for archiving of publications
- Maintains the historical archives of the Federation
- Liaise with Webmaster to maintain accurate and current information on the Federation website
- Submits reimbursement expenses with adequate documentation
- Reviews and approves of EXCO minutes
- Completes tasks requested by the President

SKILLS REQUIRED:

- Oral presentations representing IFSHT at international meetings
- Computer skills regarding various forms of electronic communication
- Fluency in both written and spoken English

COMMITMENTS REQUIRED:

Travel

- The office of Information Officer requires travel for IFSHT to:
 - IFSHT Triennial Meeting
 - Face-to-face EXCO Meetings (pre and post Congress, and interim meetings)
 - International Hand Therapy Meetings in lieu of President

Time

- Participate in scheduled EXCO Skype calls every three months
- Address emails and other communication on a timely basis
- Travel time as representative of IFSHT (see above)
- Commitment to a three year term; may be renewed once

