



**IFSHT JOB DESCRIPTION
PAST PRESIDENT
2016-2019**

OFFICE: PAST PRESIDENT

- Assumes the office of Past President at the completion of Presidential term
- 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

- Chair of the Nominating Committee
- Assists in the long term planning of the society

Communication

- Provides Information Officer with ideas, suggestions, and articles for publication
- Prepares announcements for semi-annual publication of IFSHT newsletter, Hand Therapy Connections

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 Past President is representative of IFSHT

IFSHT Triennial Congress

- Assists President with Call for Proposals for future Triennial Congress locations
- Submits a Nomination Candidate list to Delegates for vote at the Triennial Congress
- Prepares a written report to the Triennial Congress Council Meeting

Administrative

- Responds to emails in a timely manner
- Mentors all EXCO officers
- Reviews and approves EXCO minutes
- Submits reimbursable expenses to Treasurer with proper documentation
- 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 Past President requires travel for IFSHT to:
 - IFSHT Triennial Meeting
 - Face-to-face EXCO Meetings (pre 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)