



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

**OFFICE: PRESIDENT ELECT**

- Elected by the Delegate Council
- Term of office is for 3 years, beginning at the close of the IFSHT Triennial Congress
- Assumes the office of President at the completion of Presidential Elect term

**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

- Assumes leadership in event of resignation or incapacitation of current President
- Presides at the meetings of the Society, Council, or Executive Committee in absence of or at the request of the President
- Assists in the long term planning of the society
- According to Bylaws, may concurrently hold office of Secretary General, Information Officer, or Treasurer as needed
- Chair of Education Committee

### Communication

- Provides Information Officer with ideas, suggestions, and articles for publication

### 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 President Elect is representative of IFSHT

### IFSHT Triennial Congress

- Assists President with Call for Proposals for future Triennial Congress locations
- Coordinate with local host in planning Triennial Congress which will occur during President Elect term as President
- Prepares a written report to the Triennial Congress Council Meeting

### Administrative

- Responds to emails in a timely manner
- Oversees the content and organization of the IFSHT website
- Assures proper archiving of documentation
- Submits reimbursement expenses with adequate documentation
- Collaborates with Treasurer in preparing the triennial operating budget
- Reviews and approves EXCO minutes
- Chair of Education Committee
- Complete 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 President Elect 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 nine year term as President Elect (3 years), President (3 years), and Past President (3 years).