



**IFSHT JOB DESCRIPTION
SECRETARY GENERAL
2016-2019**

OFFICE: SECRETARY GENERAL

- 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

- Chairs the Membership Committee
- Chairs the Translation Committee
- Assists in the long term planning of the society

Communication

- Acts as secretary to the Executive Committee
- Shall keep a record of proceedings of all Society, Council, and EXCO meetings
- Receive and review all committee reports and distribute to member delegates 60 days prior to Council Meetings

- Sends minutes of IFSHT Council Meetings to all officers and delegates no later than sixty days following a Council Meeting
- Provides communication between delegates, potential members, Executive Committee, and outside entities
- Responds to all requests sent through IFSHT website/Contact Us
- Provides Information Officer with ideas, suggestions, and articles for publication

Representative for IFSHT

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

IFSHT Triennial Congress

- Assists President with Call for Proposals for future Triennial Congress locations
- Coordinate with local host in planning 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 electronic voting by delegates
- Prepares EXCO meeting agenda and submits to President for approval
- Submits reimbursement expenses with adequate documentation
- Provides oversight of duties assigned to Administrative Secretary
- 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 Secretary General 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