

**International Federation of Societies for Hand Therapy**

**Triennial Council Meeting**

**2022**

**London, UK**

**June 8, 2022**

**Delegate Information**

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**Documents sent in advance by e-mail to delegates and observers; also available at https://www.ifsht.org/page/delegate-documents:**

* EXCO Nominees, Committee Nominations sent 15 March and 17 April 2022
* 2023-2025 Budget proposal / sent 17 April 2022
* IFSHT Bylaws proposal / sent 15 March and 17 April 2022
* Bid 2028 Information (Singapore) / sent May, 2022
* Bid 2028 Information (China) / sent May 2022
* Bid 2028 Information (South Africa) / sent May 2022
* Council Board Book / sent May 2022

**AGENDA**

**June 8, 2022 / 01:45 PM (13:45)**

**1. Welcome and Introductions** *Nicola Goldsmith*

**2. Attendance Report / Establish Quorum** *Maureen Hardy*

**3. Review of final Agenda / Procedural Guidelines** *Nicola Goldsmith*

**4. Approval of Council Minutes**

* **2019 Council Meeting Berlin Approved Oct 2019**
* **June 2021 Council Virtual Meeting Approved Nov 2021**

**5. EXCO Reports by Officers**

* + President *Nicola Goldsmith*
	+ President Elect *Peggy Boineau*
	+ Secretary General *Maureen Hardy*
	+ Information Officer *Susan de Klerk*
	+ Treasurer *Stacey Doyon*

Approval of Proposed 2023-2025 Budget **OPEN VOTE**

* Past President *Anne Wajon*

**6. Committee Reports by Chairs**

* **Awards & Grants Committee** *Nicola Goldsmith*
* **Nominations Committee** *Anne Wajon*

**Election of candidates for EXCO Offices** **CLOSED VOTE**

* **Education Committee** *Raquel Cantero*

 *Jennny Rosengren*

* **Publications Committee** *Susan de Klerk*

 **Vote on REACH logo CLOSED VOTE**

* **Financial Review Committee** *Katia Fournier*
* **Membership Committee** *Maureen Hardy*
* **Bylaws Committee** *Marie Eason Klatt*

**Proposed Bylaws Changes- A.VI** **OPEN VOTE**

**7. Result of Nominating Vote for EXCO Offices** *Anne Wajon*

* New officers acknowledged and welcomed

 **8. Election of candidates for Committee Chair and** *Anne Wajon*

**Nominating Committee Members CLOSED VOTE**

 **9. Triennial Congress Committee Reports**

* Local Organizing Committee *Christy Fowler*
* Scientific Program Committee *Helen Buchanan*

 *& Fiona Sandford*

* Silent Auction Committee *Leanne Topcuoglu*

**10. 2028 IFSHT Congress Bids** *Nicola Goldsmith*

* **Singapore** *Dr. Mark Phuaindran,*
	+ SSHS/SAHT Presentation SSHS *President*

* **South Africa** *Kirsty van Stormbroek,*
	+ SASHT Presentation *SASHT Delegate*

**Approval of bid, pending IFSSH vote CLOSED VOTE**

**11. Result of Vote on REACH Logo** *Susan de Klerk*

1. **Result of Nominating Vote for Committee Chair** *Anne Wajon*

 **and Nominating Committee Members**

* Welcome new Chairs and Committee
1. **IFSHT 2022-2025**
* President Elect Remarks *Peggy Boineau*
1. **Result of votes on 2028 Congress Bids** *Nicola Goldsmith*
2. **2025 IFSHT Congress Washington DC, USA** *Aviva Wolff*
3. **Closing remarks and adjournment** *Nicola Goldsmith*

**16:30 PM OFFICIAL PHOTOGRAPHS**

**Procedural Guidelines**

**SEATING**

* Full Member Country Delegates and current IFSHT officers are seated at the main table.
* Delegates representing full member countries applying for membership are seated surrounding the main table; when approved as Full Members, they will be invited to join the main table.
* Corresponding and Associate Members, current and nominated Committee Chairs, nominated Officers, Regional Liaison Representatives and Guests are seated in the areas surrounding the main table.

**ADDRESSING THE COUNCIL**

* Member Country Delegates and Officers may speak before the council when recognized by

 the Chair; all others may address the council only with permission of the chair.

* Anyone addressing the Council is required to use a microphone so that all may hear clearly. Those providing committee reports are asked to speak slowly and clearly.

**VOTING**

* Only full member country delegates and IFSHT officers may vote.
* Voting for officers and committee chairs shall be by closed ballot.
* Closed ballots shall be destroyed at the end of the meeting.
* Voting on all other matters shall require a show of cards:
	1. **Green** Card: Vote is **YES**
	2. **Red** card: Vote is **NO**
* All votes will be counted by the Nominations Committee.

*For your information, per our bylaws:*

* Election of officers and committee chairs requires majority of voting delegates present.
* Bylaws changes require a 2/3 vote of all voting delegates present.

**MOTIONS**

* Any delegate wishing to put forth a motion must write the motion on a card and submit it to the Secretary-General.
* All motions require a second before discussion.
* Debate/Discussion on any motion shall be limited to 15 minutes.

# International Federation of Societies

**for Hand Therapy (I.F.S.H.T.)**

## BYLAWS/CHARTER

# ARTICLE I: NAME

1. The name of the organization shall be “International Federation of Societies for Hand Therapy” (IFSHT). Founded on December 6, 1985 in PARIS, and subsequently registered as a tax free, not for profit association in Winterthur, Switzerland on the 22nd June 2012 and retroactive as of January 1st 2008, the IFSHT is governed by Swiss law. This Federation unites Societies interested in Hand Therapy. Each participating Society retains its own autonomy.

# ARTICLE II: PURPOSE

1. Mission – To provide global networking and educational opportunities to develop and enhance the practice of hand therapy.
2. To maintain a liaison with societies associated with the practice of hand therapy;
3. To promote the exchange of information about the practice of hand therapy;
4. To facilitate international hand therapy educational opportunities;
5. To exchange knowledge through publications and scientific meetings;
6. To further collaboration between hand therapists and hand surgeons ;
7. To foster mutual interests and communication between the International Federation of Societies for Hand Therapy and the International Federation of Societies for Surgery of the Hand;
8. To serve its members and support and encourage the development of hand therapy worldwide;
9. The Organisation (IFSHT) does not pursue commercial interests;
10. To assist in the development of a Hand Therapy Society in each Associate and Corresponding member country.

# ARTICLE III: MEMBERSHIP

### **SECTION 1 – CLASSES OF MEMBERSHIP**

There shall be three (3) classes of membership in IFSHT. They are:

###### Full Membership

###### Associate Membership

#### C. Corresponding Membership

####

#### **SECTION 2 – MEMBERSHIP CRITERIA AND PRIVILEGES**

#### Full Membership

####

Membership Criteria: Full Membership of IFSHT is not limited to independent hand therapy organizations, but is also available to hand therapists’ groups who are organized under the umbrella of a National Physical Therapy, National Occupational Therapy, or National Hand Surgeons’ organization. Hand Therapy groups organized as a sub-group of a national society are eligible to apply for full membership of IFSHT only if there is NOT an already established independent hand therapist member society in their country. All hand therapy groups applying for full membership must state in their bylaws that members from both the disciplines of occupational therapy and physical therapy are eligible for membership and that all therapist members shall be granted the same rights and privileges.

There shall be only one (1) Full Membership designation for any country.

Full Membership societies are expected to maintain annual payment of

membership fees.

#### Membership Privileges: Each Full Membership society in good standing shall designate one (1) person, residing in the country, to act as a voting-delegate to represent their society in the council. The delegate, or their designated alternate, each of whom, shall be a physical or occupational therapist, shall also act as the primary contact person between IFSHT and the representative society.

#### Full Membership societies are entitled to:

#### Nominate physical or occupational therapists for election to hold IFSHT office and / or serve on and chair an IFSHT committee. The nominated individual(s) must be qualified candidates and from a Full Member society in good standing

1. Apply to host the Triennial Scientific Meeting of IFSHT;
2. List information about their society on the IFSHT website

#### B. Associate Membership

Membership Criteria: Associate Membership of IFSHT is intended for groups of therapists who are interested in developing a hand therapy society but are not yet organized as an independent hand therapy organization nor belong to a sub-group of a National Physical Therapy, National Occupational Therapy, or National Hand Surgeons’ organization. The group is eligible to apply for Associate Membership in IFSHT ONLY if there is NOT an already established hand therapy member society from this country. There shall be only one (1) Associate Membership designation for any country. Associate Membership may not occur in any country already having Full Membership. If and when a national group or society is accepted for Full Membership, Associate Membership will be revoked. Associate Membership organizations will be expected to maintain current payment of membership fees.

#### Membership Privileges: Each Associate Membership group in good standing shall designate one (1) person, residing in the country, to act as a non-voting delegate to represent their group in the council. The delegate, or their designated alternate, shall also act as the primary contact person between IFSHT and the Associate Member group. Associate Members may serve on a committee, but may not run for office or chair a committee.

#### Associate Membership societies are entitled to:

#### Have physical or occupational therapists from within their society serve on an IFSHT committee.

#### b) Apply to host the Triennial Scientific Meeting of IFSHT;

c) List information about their society on the IFSHT website

###### C. Corresponding Membership.

Membership Criteria: Corresponding Membership is open to individual

therapists (physical therapists and occupational therapists) working in a country without a group with Associate Membership or a Full Member Society, who are unable to form an organized group of regional or national therapists involved in hand therapy.

There shall be only one (1) Corresponding Member, residing in the country, who represents the country. If an application for Associate or Full Membership is approved from the same country, Corresponding Membership will be revoked. Corresponding members will be expected to maintain current payment of membership fees, payable in advance and covering a one-time triennial (3 year) period. Consideration will be given to a one time renewal.

Membership Privileges: Each Corresponding Member in good standing shall act as a non-voting delegate to represent their country in Council. Corresponding Members may serve on a committee, but may not run for office or chair a committee. Corresponding Members may not apply to host the Triennial Scientific Meeting of IFSHT. Corresponding members will act as the in-country contact for IFSHT inquires / external inquiries about access to hand therapy services.

Corresponding Members are entitled to:

1. Have their name and contact e-mail posted on the IFSHT web page  under a corresponding member listing
2. Receive all IFSHT correspondence related to ongoing IFHST activities.
3. Corresponding Members may serve on an IFSHT committee.

### **SECTION 3 – APPLICATION**

1. A society, group or individual wishing to apply for any class of membership in IFSHT must apply to the Secretary General as chair of the Membership Committee. The Executive Committee will review each membership application and bring forward any recommendations for membership before the Council in a category that can progress to voting level.
2. The Society’s bylaws (with an English translation) must be enclosed with the membership application form.

# SECTION 4 – FEES

1. The recommended annual fees for each class of membership will be determined and reviewed by the Council.
2. The Executive Committee will, at its discretion consider any request for reduced fees from members with low financial means.
3. Fees for Full membership are due in advance, and may be paid in either one (1) two (2) or three (3) year intervals. Fees for Associate and Corresponding membership are paid in advance and cover a triennial (3 year) period. Fees are due 28th February in the year they are due.
4. Membership fees will be considered delinquent if the treasurer has not received

full payment by 30th September in the year they are due.

1. The executive committee may confer a designation of ‘membership not in good standing’ for non-payment of delinquent membership fees of two (2) years duration. Members deemed ‘not in good standing’ will lose all membership privileges. Membership privileges will be re-instated at the time the Treasurer receives payment of delinquent fees. Failure of a member to contact the Treasurer regarding delinquent dues over 2 years, will result in termination of the membership status.

# ARTICLE 1V: REGIONAL/INTERNATIONAL LIAISONS

###### Organized societies or federations, whether regional or international, with an interest in hand therapy and/or hand surgery, shall be invited or may apply to the secretary-general of IFSHT to form a Regional/International Liaison with IFSHT. The goal of this liaison relationship shall be to support/facilitate ongoing communication and enhance the working relationship with IFSHT.

Liaison Criteria: Regional/International Liaison is limited to an organized regional or international group, society, or federation of societies whose interests are related to the advancement of Hand Therapy and/or Hand Surgery and which do not fulfill the criteria for any class of IFSHT Membership. Regional/International Liaison shall not incur fees.

###### Liaison Privileges: Each Regional/International Liaison group/federation shall be invited to designate one (1) person to attend council as a guest of IFSHT. This person, or their designated alternate, shall also act as the primary contact person between IFSHT and the representative group. Members of the representative group may not run for office or participate in any committee within IFSHT as a representative of their organisation.

###### Regional/International Liaison groups/federations are entitled to:

###### List information about their organisation on the IFSHT website

# ARTICLE V: COUNCIL

1. The IFSHT Council shall consist of the Executive Committee, one (1) voting-delegate who shall be a physical or occupational therapist from each Full Member society, and one (1) non-voting delegate who shall be a physical or occupational therapist from each of the Associate Member groups, and one (1) non-voting delegate who shall be a physical or occupational therapist as the Corresponding Member. All Committee Chairs and a representative from each Regional/International Liaison group/federation are welcome to attend all Council meetings as guests.
2. Voting Delegate: Each full member society in IFSHT will be represented by a voting delegate, who is designated by his/her society and who is a physical or occupational therapist. The voting delegate of each full member society in good standing will have only one (1) vote in Council.

####

1. Non-voting Delegate: A non-voting delegate, who is designated by his/her group, will represent each Associate Member group in IFSHT. The non-voting delegate recognized as the Corresponding member will represent their country in IFSHT. Each non-voting delegate in good standing shall be encouraged to participate in all council discussions, but shall not have a vote in the Council.
2. Executive Committee: The Executive Committee of the Council shall be composed of all current IFSHT officers, with the exception of any Under-Secretaries. Officers shall be physical or occupational therapists from a full member society in good standing. Each officer shall have only one (1) vote in Council.

# ARTICLE VI: OFFICERS

### **SECTION 1 – OFFICERS**

1. The officers of IFSHT shall be Immediate Past-President, President, President – Elect, Secretary General, Information Officer, and Treasurer. All officers shall serve on the Executive Committee of the Council.
2. All officers shall serve one three-year term, and continue in their office until their successor has been duly elected and assumes office. Officers, excluding presidential line of President, President Elect, and Past President, may stand for re-election in the same post but may not stand for more than two consecutive terms of office.

### **SECTION 2 – OFFICERS’ EXPENSES**

1. Officers shall be reimbursed for out-of-pocket expenses for telephone, fax, stationery and other office expenses related to IFSHT business.
2. With Council approval of the triennial IFSHT budget, the treasurer shall have the authority to approve payment of travel, housing and other meeting expenses of the IFSHT President, or an Executive Committee alternate. This shall include attendance at the IFSHT Triennial Congress and any other meeting deemed to be of essential value to IFSHT. Reimbursements for travel expenses shall not exceed the amount designated within the President’s expense budget, The President, or the Executive Committee alternate, will provide a report of all meetings attended to the IFSHT Executive Committee and to the Council.
3. With Council approval of the triennial IFSHT budget, the treasurer shall have the authority to approve payment of travel, housing and other meetings expenses for all other Executive Committee members, to attend the IFSHT Triennial Congress or any other interim Executive Committee meetings deemed to be of essential value to IFSHT. Reimbursements for travel expenses shall not exceed the amount designated within the Executive Committee expense budget.

### **SECTION 3 – TERMS AND RESPONSIBILITIES**

##### President

1. Shall assume this office at the completion of his / her three (3) year term of office as President Elect;
2. Shall serve in this office for three (3) years. The term shall begin at the close of the Triennial Scientific Meeting;
3. Shall preside at meetings of the Society, Council and Executive Committee;
4. Shall make, with the consent of the Council, all appointments to committees, except the Membership and Nominating Committees;
5. Shall be an ex-officio member of all committees and fill all vacancies between the three (3) year IFSHT meetings unless otherwise provided for in the bylaws. Such interim committee appointments must be done in consultation with the Executive Committee, and with the consent of the affected membership group;
6. Shall deliver an address at the Triennial Scientific Meeting;
7. Chairs the Executive Committee, IFSHT Council Meeting, Awards Committee, Sponsorship Committee, and Triennial Congress Committee;
8. Serves as liaison to Financial Review Committee;
9. Provides oversight to Administrative Secretary.

#### President-Elect

1. Shall be elected by the Council for three (3) years. The term shall begin at the close of the Triennial Scientific Meeting;
2. Shall assume the office of President in the event of resignation or incapacitation of the current president;
3. Shall assume the office of President at the close of a three (3) year term as President-Elect;
4. This officer may hold concurrently the office of Secretary General, Information Officer, or Treasurer;
5. Serves as liaison to Education Committee.
6. Immediate Past-President
	1. Shall remain on the IFSHT Council for the three (3) year term following their term as President;
	2. Shall have the right to vote at all Council Meetings;
	3. Shall act as Chair of the Nominating Committee.

1. Secretary General
	1. Shall be elected by the Council for three (3) years. The term shall begin at the close of the Triennial Scientific Meeting;
	2. Shall preside at the meetings of the Society, Council, or Executive Committee in absence of or at the request of the President;
	3. Shall keep a record of proceedings of all Society and Council meetings;
	4. Shall send out notices of meetings;
	5. Shall act as Chair of the Membership Committee;
	6. Shall coordinate the activities of the standing, special and ad hoc committees;
	7. Shall receive and review all committee reports and distribute to member group delegates no later than sixty (60) days prior to Council Meetings;
	8. Shall send minutes of IFSHT Council Meetings to all officers and member group delegates no later than sixty (60) days following a Council Meeting;
	9. Serves as liaison to Bylaws Committee;
	10. Provides oversight to Administrative Secretary.

##### Treasurer

* 1. Shall be elected by the Council for three (3) years. The term shall begin at the close of the Triennial Scientific Meeting;
	2. Shall receive all funds, depositing them in a bank designated by Council;
	3. Shall pay all bills of the Society and keep an itemized account of receipts and expenditures;
	4. Shall keep a record of all member groups paying dues;
	5. Shall prepare a triennial budget for approval by Council. The term of the budget shall be 36 months, commencing January 1st of the year immediately following the closure of the Triennial Council Meeting;
	6. Shall seek approval from Council via electronic ballot, for any revisions necessary to the triennial budget as a result of any discrepancies between the actual and projected accounting between the Council Meeting and end of the financial year;
	7. Shall have the accounting to date reviewed by the IFSHT Financial Review Committee prior to the Triennial Council Meeting;
	8. Shall prepare an annual financial report to be distributed to the Council;
	9. Shall have the final accounting for the full triennial budget cycle reviewed by the Executive Committee and the chair of the Financial Review Committee within 30 days of end of the triennial financial year;
	10. (Treasurer) Shall at the completion of their term as Treasurer (closure of the Triennial Scientific Meeting) until EXCO approves the final accounting of prior triennial budget cycle, act in the role of Past-Treasurer.
	11. Serves as liaison to Financial Review Committee.

##### Information Office

* 1. Shall be elected by the Council for three (3) years. The term shall begin at the close of the Triennial Scientific Meeting;
	2. Shall maintain the historical archives of the Federation and provide information regarding this history as required;
	3. Shall liaise with the Webmaster to maintain accurate, current and up to date information on the Federation website;
	4. Responsible for professional communication through IFSHT publications and IFSSH EZINE contributions.
	5. Serves as liaison to Translation Committee.

# ARTICLE VII: ELECTION OF OFFICERS

# SECTION 1 – PROCEDURE

1. Officers are elected by a majority of vote of the sitting or electronically voting Council.
2. Candidates for officers of IFSHT shall be presented to the Council for vote by the

Nominating Committee.

1. Wherever possible, the nomination slate of qualified individuals put to the Council for election to office shall have a regional representation of the full member societies of ISFHT.

**SECTION 2 – REMOVAL / RESIGNATION**

### Officers of IFSHT may be removed from office with a two-thirds (2/3) vote of the council, just cause having been established. Any officer may resign at any time upon written notification to the executive committee.

1. In the case of removal or resignation of an officer of IFSHT other than the President (whose duties will be assumed by the President-Elect), the duties of the resigned / removed officer will be absorbed by the remaining Executive Committee members until such time as the new officer has been elected by the Council.
2. In the event of an IFSHT officer’s removal or resignation, the IFSHT Nominating Committee shall put forth a nominee to fill the remainder of the term of that office. Such nominee shall be elected by a majority of vote of the Council.

**ARTICLE V111: PAST TREASURER**

SECTION 1- ROLE

1. Shall act as a mentor to the new Treasurer from the end of the Triennial Council Meeting until the EXCO approves the final accounting of prior triennial budget cycle, acting in an advisory role on matters of finance.
2. Shall work in partnership with the new Treasurer to finalize the accounting until the end of the triennial budget cycle;
3. Shall retain cheque signing privileges for IFSHT bank accounts until the end of the triennial financial year;
4. Shall NOT have a vote in Council, nor sit on the Executive Committee;
5. Shall at the end of the triennial financial year become an ex-officio member of the Financial Review Committee.

**ARTICLE IX: VOTING / NON-VOTING DELEGATES**

**SECTION 1 – ROLE**

1. The primary role of the IFSHT Voting and Non-voting Delegate is to enhance communication and to disseminate information between IFSHT and their respective member organization.
2. Voting and Non-voting delegates shall also represent their member organization on Council (ARTICLE V. A-B).

**SECTION 2 - APPOINTMENT BY MEMBER ORGANIZATION**

1. Each Full-Member organization will be responsible for appointing one voting delegate from their membership to represent their organizations interests within IFSHT.
2. Each Associate and Corresponding Member will be responsible for appointing one non-voting delegate from their membership to represent their organizations interests within IFSHT
3. Each Full, Associate and Corresponding Member must have a person appointed as a voting or non-voting delegate at all times. Failure to do so will result in the member organization losing their good standing status within IFSHT.

**SECTION 3 – TERM OF APPOINTMENT**

1. Each Full and Associate Member organization will define the term for their voting or non-voting delegate position.
2. Each Full, Associate, and Corresponding Member organization is responsible for insuring that the IFSHT secretary is duly informed of any changes in the name and full contact information for the appointed voting / non-voting delegate within thirty (30) days of any change. Failure to do so will result in the member organization losing their good standing status within IFSHT.
3. All voting and non-voting delegates shall serve in their position until their successor has been duly appointed by their member organization.

**SECTION 4 – RESPONSIBILITIES**

1. COUNCIL MEMBER REPRESENTATIVES:
	1. Shall represent their member organization on the Council, and if unable to personally attend the Council Meetings or participate in any electronic ballot

of the Council, is responsible for ensuring that their member organization has duly appointed and informed the IFSHT secretary of the name and contact information for an alternate Council voting / non-voting delegate no later than thirty (30) days prior to the Council Meeting or electronic ballot.

* 1. Shall inform the IFSHT secretary thirty (30) days prior to a Council Meeting or electronic ballot if their member organization is unable to be represented at the Council Meeting or participate in the electronic ballot. In this instance, member organizations are encouraged to submit comments or questions related to IFSHT business for review by the IFSHT Executive Committee and presentation to the Council as indicated.
	2. Failure of the member organization to inform IFSHT of any changes in council delegate representation will result in the delegate losing their voting status on Council. Delegates will be welcome to attend the Council Meeting as guests.
	3. Are encouraged to participate in IFSHT committees or projects as able and interested.
	4. Are encouraged to establish ongoing contact with other member organization delegates.

# ARTICLE X: MEETINGS

# SECTION 1 – COUNCIL MEETINGS

1. The Council will meet at least once every three years at such place (in person, virtually, or combination of both) and time, as it shall decide. Whenever possible, this meeting will occur at the same time as the Triennial Scientific Meeting.
2. The President and the Secretary General under particular circumstances can call a special Council Meeting or electronic ballot of the Council. Notice of the meeting or ballot shall be distributed to each Executive Committee member and all voting and non-voting delegates at least sixty (60) days preceding the meeting or ballot.

**SECTION 2 - TRIENNIAL SCIENTIFIC MEETING**

1. An international scientific meeting will be held every three (3) years. All member groups will be encouraged to participate in the meeting. Participation of non-members groups or individuals who are interested in Hand Therapy will also be encouraged.
2. Any Full or Associate member group in IFSHT may be considered as a possible host for the IFSHT Triennial Scientific Meeting.
3. All proposals to host the IFSHT Triennial Scientific Meeting shall be made according to the current IFSHT “Call for Proposal” document.
4. The Executive Committee of IFSHT will review the proposed organizational committee’s ability to host the Scientific Meeting and bring forward their recommendations for meeting location to the Council for review and ratification.
5. Profits from the IFSHT Triennial Scientific Meeting, when held separate to IFSSH Triennial Scientific Meeting, shall be equitably shared between the hosting society and IFSHT. There shall be an official signed document reflecting this agreed profit share prior to approval being given to host the IFSHT Triennial Scientific Meeting
6. The Scientific Program Committee shall be comprised of 2 Co-Chairs and appointed committee members
	1. IFSHT President will appoint one Scientific Program Co-Chair with EXCO approval; and, the hosting hand therapy society will appoint one Co-Chair.
	2. The Scientific Program Co-Chairs will appoint a committee consisting of qualified therapists from IFSHT member countries that reflect IFSHT diversity of membership and educational needs.

# ARTICLE XI: VOTING

# SECTION 1 – QUORUM

1. At the Triennial Council Meeting or any special meeting of the Council or any electronic ballot, a quorum consisting of more than half of all full member society voting-delegates and Executive Committee members shall be required for transaction of business.

### **SECTION 2 – PROCEDURE**

1. IFSHT bylaws amendments and voting for removal of an officer require a two-thirds (2/3) vote for ratification. All other matters coming before the IFSHT Council shall require a majority vote of the sitting or electronically voting Council.
2. Voting for Officers shall be by a closed ballot.
3. Voting on any other item of business shall be by closed ballot upon the request of any delegate.
4. Between IFSHT Triennial Council Meetings the President or Secretary General may request an electronic ballot of Council on procedural matters. Voting members will be notified about any such ballot no later than 60 days before the ballot and shall have access to information pertaining to the matter and be provided an opportunity to submit questions prior to the date of voting.

# SECTION 3 - ROBERT’S RULES OF ORDER

1. The meeting and proceedings of the IFSHT shall be regulated and controlled according to the most current *Robert’s Rules of Order* for parliamentary procedure, except as may be otherwise provided by the Bylaws.

# ARTICLE XII: BYLAWS AMENDMENTS

1. The Bylaws/Charter may be amended by a two-thirds (2/3) vote of the sitting or electronically voting members of the Council. Suggested amendments shall be submitted at least sixty (60) days in advance of the Council Meeting or electronic ballot.
2. With unanimous consent of Council, the Bylaws/Charter may be amended without a sixty (60) day notification at any regular or special Council Meeting, or electronic ballot

**ARTICLE XIII: FINANCES**

### **SECTION 1 - SOCIETY EXPENSES**

1. Expenses of the IFSHT shall be shared equally by the constituent member groups. Each organization will be responsible for the expenses of its own delegate.
2. All the members of the Council shall serve without pay.

# SECTION 2 – AUTHORITY

1. The President and Treasurer are the signatories of all IFSHT payment methods. When financial institution regulations prohibit the President and/or Treasurer from being signatories (for example, due to country of origin) the EXCO shall designate EXCO member(s) as alternate(s). The Past Treasurer shall retain signatory privileges until the end of their tenure.
2. The Council shall have the authority to accept on behalf of the IFSHT donations of funds from various sources.
3. The Executive Committee or Council may not invest any funds held by IFSHT other than an in an interest bearing account guaranteed by the bank.

1. In the event that the IFSHT ceases to function and the organisation is dissolved, all funds remaining in the Treasury shall be transferred to a similar tax free organization that is domiciled in Switzerland. The organization should have the same or similar purpose as IFSHT. If no such organisation can be identified, the funds will be donated to the World Health Organisation with the stipulation that they be used to further the provision of Hand Therapy. Distribution of remaining funds to members is prohibited.

# SECTION 3 – FEES

1. Each constituent member group shall be expected to pay fees as designated by the Council.
2. The Council may forgive delinquent fees, as it deems appropriate.

**SECTION 4 – FINANCIAL YEAR**

A. The financial year for the IFSHT runs from 1st January up to and including 31st December.

# ARTICLE XIV: LEGAL REPRESENTATION

1. The President and the Secretary General represent the IFSHT in areas of justice and civil matters. The one and the other have the whole power to receive charged mail and registered mail and to collect the total of the orders and to manage the current account.

# ARTICLE XV: COMMITTEES

**SECTION 1 – STANDING COMMITTEES AND RESPONSIBILITIES**

1. Unless otherwise stated in the bylaws, each standing committee will have a chair and any additional members (all from IFSHT member countries) as deemed necessary by the Council. Once appointed to committee, each committee chair and member shall serve a three (3) year term, commencing at the closing of each Triennial Scientific Meeting. All standing committees shall submit a written report to the Secretary General for review and distribution to member group delegates no later than sixty (60) days prior to the Triennial Council Meeting.
2. Therapist members from all Full, Associate, and Corresponding member groups may serve on the standing committees.
3. Chairs of the standing committees will be encouraged to attend and participate in Council Meetings as guests, but will not have a vote in council.
4. There shall be the following Standing Committees in IFSHT:

#### Nominating

1. The Chair shall be the Past-President;
2. The Council shall elect three (3) additional Nominating Committee members;
3. Shall prepare a slate of nominees and submit to the Executive Committee for review and approval at least six (6) months prior to the Triennial Council Meeting or electronic ballot of council;
4. Shall present to the Council the approved slate of nominees.
5. Shall oversee the Council Meeting election or electronic ballot proceedings.

###### Membership

1. The chair shall be the Secretary General;
2. Additional members may be appointed by the Executive Committee as necessary
3. Shall review all applications for membership
4. Shall forward all completed applications to the Executive Committee for review prior to presentation at a Council Meeting for ratification.

#### 3. Bylaws/Charter

1. The chair shall be nominated by the Nominating Committee and appointed by vote at the Triennial Council Meeting. Additional members may be appointed by the Executive Committee as required.
2. Shall review current Bylaws/Charter, including any suggested changes from the Council or constituent member groups.
3. Shall submit all suggested amendments to the Executive Committee for review prior to submission to the Council for ratification (see ARTICLE XI-A)

4. Education:

1. The Chair shall be nominated by the Nominating Committee and appointed by vote at the Triennial Council Meeting. Additional members can be appointed by the Executive Committee as required.
2. Shall further the educational purposes of the IFSHT as directed by the Executive Committee
3. Financial Review Committee:
4. The Chair shall be nominated by the Nominating Committee and appointed by vote at the Triennial Council meeting. Additional members may be appointed by the Executive Committee as required. The Immediate Past Treasurer, or a designated Executive Committee alternate, shall sit as an ex-officio, non-voting, member of this committee.
5. This committee shall review the full IFSHT financial accounts and supporting documentation in consultation with the Treasurer, prior to the Triennial Council Meeting.
6. Following review of the accounts, the Financial Review Committee shall either recommend to the Council that the accounts as presented be accepted, or shall recommend that the accounts be officially reviewed by an accredited accountant and a full report forwarded to the Executive Committee and the Council within 90 days of the close of the Triennial Council Meeting.
7. The chair of the Financial Review Committee, along with the Executive Committee, will review the final triennial budget accounts and any supporting documents;
8. Following review of the final triennial budget accounts, the chair of the Financial Review Committee shall either recommend through Council approval that the accounts as presented be accepted by electronic ballet, or shall recommend that the accounts be officially reviewed by an accredited accountant with a full report forwarded to the Executive Committee and the Council within 90 days.
9. Publications Committee
	1. The Chair shall be nominated by the Nominating Committee and appointed by vote at the Triennial Council Meeting. Additional committee members may be appointed by the Executive Committee as required.
	2. The purpose of the IFSHT Publications Committee is to support the IFSHT Information Officer and the IFSHT as a whole in overseeing online (or hardcopy) publications of the Society with scientific editorial leadership and control.
	3. Shall further the information purposes of the IFSHT as directed by the Executive Committee.

# SECTION 2 – SPECIAL COMMITTEES AND AD HOC COMMITTEES

1. Special Committees and Ad Hoc Committees may be appointed by the Executive Committee with the approval of the Council, which will determine the committee composition, responsibilities and terms of office.
2. The Secretary General will oversee all ongoing activities of these committees.
3. Each committee will be expected to submit a written report to the Secretary General for review and distribution to member group delegates, no later than sixty (60) days prior to the Triennial Council Meeting.
4. Chairs of these committees may be invited to attend and participate in Council Meetings as guests, but will not have a vote in Council.

**Article XVI: SPONSOR**

**SECTION 1 – SPONSORSHIP CRITERIA, PRIVILEGE, LEVELS**

**Criteria**: Companies whose business interests are related to the international provision of equipment and supplies related to hand therapy may apply to the secretary general of IFSHT to become a Sponsor designated company. The goal of this sponsorship shall be to support/facilitate ongoing projects within IFSHT.

**Privilege**: The privileges associated with this level are: a) Acknowledged tie of sponsorship funds directly to IFSHT projects, b) Increased company exposure through advertisement on IFSHT webpage, c) Company logo on IFSHT website with direct link to company.

**Sponsorship**: Levels of sponsorship shall be determined by the Treasurer and approved by the EXCO.

# JOB DESCRIPTION

**IFSHT MEMBER COUNTRY DELEGATE**

**VOTING DELEGATE**

**NOMINATION AND APPOINTMENT TO OFFICE**

* Each full member is responsible for appointing one voting delegate to represent their interests within IFSHT.
* Each full member defines the term for their voting delegate position

# REPORTS TO: The Executive Board of IFSHT

# AUTHORITY: Is a voting member of IFSHT Council

# JOB RESPONSIBILITIES

* The Delegate acts as the primary source of contact with their member organization for all IFSHT matters
* The Delegate relays all IFSHT information to the officers and members of his/her country’s society
* The Delegate relays information regarding his/her society to IFSHT
* The Delegate represents his/her member organization at IFSHT Council Meetings.
* The Delegate is encouraged to participate in IFSHT committees or projects.
* The Delegate is encouraged to establish contact with other delegates.

# JOB TASKS

* Receives communication from IFSHT and assures this is distributed in a timely manner to the appropriate members of his/her organization.
* Assures that IFSHT matters are dealt with in a timely fashion by the appropriate person(s) within his/her member organization, including:

IFSHT Membership Fee Payment

Due annually, paid during the first quarter of a year and submitted to the IFSHT Treasurer.

IFSHT Member Country Information

* Makes yearly updates to the IFSHT website member country information for his/her country when new officers are elected.
* He/She is to inform the IFSHT Secretary General of any delegate change.

IFSHT Publications

Submits written information or articles to the IFSHT Information Officer

IFSHT Website

* Submits yearly updates on their member organization ongoing activities, including pertinent links.
* Posts to website ongoing events, conferences, educational and research opportunities to the “upcoming educational events” section and international visitors opportunities to the “visitor program” section.

Other IFSHT Business / Information Requests

Responds to all requests for response (including electronic votes conducted on the IFSHT website) or information in a timely fashion.

* Represents his/her member country at IFSHT Council Meetings

Annual Delegate Council Meeting

Participate in on-line virtual council meeting as scheduled by President

Triennial Council Meeting

* Reviews IFSHT information in advance of the meeting
* Brings comments/concerns from his/her member society
* Discusses IFSHT agenda with his/her member country to prepare to vote Alternate Delegate
* If unable to attend the council meetings, is responsible for ensuring an alternate is duly appointed
* Informs the IFSHT Secretary-General of the alternate’s name and contact information no later than thirty (30) days prior to the council meeting.
* Informs the IFSHT Secretary-General thirty (30) days prior to the council meeting if their country is unable to be represented at the council meeting. When this occurs, member organizations are encouraged to submit written comments/questions to the secretary-general.
* Failure to inform IFSHT in advance of changes in council delegate representation will result in loss of voting privileges.

# RESOURCES NEEDED

* Active e-mail account
* Computer and software with dependable internet access

# SKILLS REQUIRED:

* Ability to write, read, and speak English
* Computer skills to allow for various forms of electronic communication

# COMMITMENTS REQUIRED

* Ability to attend the IFSHT Triennial Council Meeting and represent your country’s society.
* Ability to distribute in a timely manner IFSHT information to your society’s members and officers.
* Willingness to communicate with the IFSHT Secretary–General in a timely manner

**JOB DESCRIPTION**

**IFSHT MEMBER COUNTRY DELEGATE**

**NON-VOTING DELEGATE**

**NOMINATION AND APPOINTMENT TO OFFICE**

* Term of office 3 years

**REPORTS TO**

* The Executive Board of IFSHT

**AUTHORITY**

* Is a non-voting member of IFSHT

**JOB RESPONSIBILITIES**

* The Delegate acts as the primary source of in-country contact for all IFSHT information.
* The Delegate is encouraged to establish a hand therapy interest group or society in his/her country.

**JOB TASKS**

* Receives communication from IFSHT and assures this is distributed in a timely manner to interested Hand Therapists of his/her country
* Assures that IFSHT matters are dealt with in a timely fashion, including:

IFSHT Membership Fee Payment

Due in advance for a one-time triennial (3 year) period and submitted to the IFSHT treasurer

* IFSHT Member Information

Makes yearly updates to the IFSHT website member information

He/She is to inform the IFSHT Secretary General of any change in delegates

* + IFSHT Publications

Submits written information or articles to the IFSHT Information Officer to be included in the IFSHT publications.

* + IFSHT Website

Posts ongoing events, conferences, educational, and research opportunities to the “upcoming educational events” section and international visitors opportunities to the “visitor program” section on the website

* + Other IFSHT Business / Information Requests

 Responds to all requests for response or information in a timely fashion.

* + Represents his/her member country at IFSHT Council Meetings

 Annual Delegate Council Meeting

* + Participate in on-line virtual council meeting as scheduled by President

 Triennial Council Meeting

* + Reviews IFSHT information in advance of the meeting
	+ Represents his/her member country at IFSHT Triennial Council Meeting as a delegate with no voting rights.
	+ Brings comments/concerns from his/her member association
	+ If unable to attend the council meetings, is responsible for ensuring an alternate is duly appointed
	+ Informs the IFSHT Secretary-General of the alternate’s name and contact information no later than thirty (30) days prior to the council meeting.
	+ Informs the IFSHT Secretary-General thirty (30) days prior to the council meeting if their country is unable to be represented at the council meeting. When this occurs, member organizations are encouraged to submit written comments or questions to the secretary-general.
	+ Failure to inform IFSHT in advance of changes in council delegate representation will result

 in loss of seating privileges.

**RESOURCES NEEDED**

* Active e-mail account
* Computer and software with dependable internet access

**SKILLS REQUIRED**:

* Ability to write, read, and speak English
* Computer skills to allow for various forms of electronic communication

**COMMITMENTS REQUIRED**

* Willingness to communicate with the IFSHT Secretary–General in a timely manner

Willingness to organize a hand therapy interest group or society in her/his coun

**2022-2025 NOMINEES**

**IFSHT Executive Committee / Officer Roles**

**PRESIDENT** *🡺* ***Automatic Appointment***

* Peggy Boineau (USA)

**IMMEDIATE PAST PRESIDENT** *🡺* ***Automatic Appointment***

* Nicola Goldsmith (UK)

**PRESIDENT-ELECT**

* Stacey Doyon (USA)

**SECRETARY-GENERAL**

* Marie Eason Klatt (Canada)

**TREASURER**

* Elizabeth Ward- (Australia)

**INFORMATION OFFICER**

* Susan de Klerk (South Africa)

**IFSHT Standing Committee Chair Positions**

**BYLAWS COMMITTEE CHAIR**

* Donna Breger Stanton (USA )

**FINANCIAL REVIEW COMMITTEE CHAIR**

* Katia Fournier (UK)

**PUBLICATIONS COMMITTEE CHAIR**

* Daniel Harte (Ireland)

**EDUCATION COMMITTEE CO-CHAIRS** (Alphabetical order – elect two)

* Meghann Berchtoid Ford (Switzerland)
* Kim Kraft (USA)
* Shovan Saha (India)

**Members of the Nomination Committee** (Alphabetical order – elect three)

* Meghann Berchtoid Ford (Switzerland)
* Hercy Li (Hong Kong)
* Rosemary Prosser (Australia)

**PRESIDENT REPORT**

**EXECUTIVE COMMITTEE 2019 - 2022**

President, Nicola Goldsmith (U.K.)

I was honoured to host the IFSHT executive for our triennial planning weekend in London in February 2020. How lucky to have chosen this time – just before the pandemic hit. We spent two days discussing the priorities for the forthcoming triennial period and met with the key organisers of the London 2022 congress.

We have been working hard to meet the goals and priorities that were set for the three-year period. Owing to the world pandemic, the IFSHT president has been unable to attend congresses around the world as would be standard practice. Several countries have invited Nicola to give a presentation or message for their virtual conferences helping IFSHT stay in touch with members.

**MAIN GOALS 2019-2022**

* Work with and support the British Association of Hand Therapists (BAHT) towards the next IFSHT Congress in London 2022 (see below)
* Initiate the mentorship programme from full member countries to associate and corresponding members
	+ This is now active and many of the mentor countries and mentee countries are regularly in touch with each other helping the emerging countries to grow their hand therapy infrastructure.
* Launch new publication (R.E.A.C.H)
	+ The second edition of R.E.A.C.H has now been published. All past editions can be found on the IFSHT website following this link. <https://ifsht.org/publications/>
	+ Ezine, the IFSHT contribution to the IFSSH magazine continues. There are some super articles <https://www.ifssh.info/ifssh_ezine.php> .
* Rethink the Commercial membership category and replace with sponsorship options
	+ This is ready for re-launch in 2022
* Commission, design and implement a new website
	+ The new website is up and running.
* Review all grants and awards (see below)
* Develop Publications Committee
	+ The new publications committee is thriving. Mia Erickson, Daniel Harte, Toni Rippey, Tsitsi Morove and Corey McGee are producing R.E.A.C.H and Ezine four times a year
* Develop a “procedures manual” for each of the roles in the IFSHT ExCo for future post-holders
* Inaugural Annual Delegates Meeting
	+ In June 2021 we hosted the first annual delegates meeting online and had exceptional representation from our member countries. This will become an annual event to keep our members in touch with the Executive Committee and IFSHT activities.

**IFSHT MEMBERSHIP**

|  |  |
| --- | --- |
| **Full Members**: N = 38* **New Members**:

**Poland****Bulgaria** |  |
| **Associate Members:** N = 7 |  |
| **Corresponding Members: N = 13*** **New Members:**

**Fiji** **Nigeria** **Ethiopia** **Egypt**   |  |
| **TOTAL = 58** |  |

|  |
| --- |
| Potential new members moving forwards to 2022 - 2025 |
| * Romania
* Kuwait
* Pakistan
 | * Malawi
* Malaysia
* Rwanda
 | * Russia
* Assoc. Chinese HT
 |

**TRIENNIAL CONGRESSES**

Congress 2022:

I would like to thank all those involved with developing the most amazing congress here in my home city, London. Special thanks go to Fiona Sandford and Helen Buchanan for the exceptional scientific programme truly representing the world of hand therapy and to Christy Fowler for heading up the organisational committee.

* Two visits to ExCeL centre. One to inspect the site and second to meet with IFSSH secretary-general, Raja Sabapathy
* Regular meetings with scientific-committee co-chairs, BAHT organisational team, Asszizstencia (conference organisers) and silent auction team

Congress 2025:

Washington DC from March 29th – April 3rd

Scientific co-chair from ASHT, Aviva Wolff. IFSHT co-chair to be identified end 2022/early 2023

Congress 2028:

* Liaison with surgeons leading the bids for Singapore and the Chinese-speaking countries
* Either we join the surgeons in Singapore or we have a therapy only congress in South Africa

**AWARDS AND GRANTS**

* **Lifetime Achievement Award.**  This award is for hand therapists who have contributed to the world of hand therapy and gives IFSHT an opportunity to recognize our hand therapy greats. Each member society is encouraged to think about members of their organisation who meet the award criteria and we welcome applications for 2025. Submissions will open in 2024.
	+ **Ten therapists will be awarded this accolade in 2022**
* **Cristina Alegri Innovation Award.** This award was launched in 2019 at Berlin. For London 2022 we had four excellent applications demonstrating the creativity and imagination of hand therapists from around the world.
* **Evelyn Mackin Grant.** This year we have sponsored five therapists to attend the triennial congress from Kuwait, Bulgaria, Ghana, Fiji and Bhutan. The ability to support these therapists depends on the monies from the Silent Auction, IFSSH and individual donations.

**WEBSITE**

The IFSHT website has been completely renewed during this triennium. Aubergine 262, UK were appointed web designers and they continue to provide back-up services. The new website provides new functionality including applications for awards, grants and IFSHT committee posts online, a payment portal using Stripe (credit card capability) and a more visually pleasing and modern layout.

**PUBLICATIONS**

IFSHT continues to provide an article for inclusion in the IFSSH publication, Ezine which is available four times per year. Additionally, at the ExCo meeting in February 2020 we set about developing a new IFSHT newsletter. This is called REACH (Research, Education, Achievement and Clinicians in Hand and upper limb therapy around the world) and the logo for it will be decided at the council meeting. Many thanks to those who submitted designs.

**TRAVEL**

Owing to the world Covid-19 pandemic, presidential travel has been severely affected and apologies go to ASHT, EFSHT, the South American hand therapists as I have been unable to attend any of these events where I should have represented IFSHT. I did make it to the superb Asia Pacific meeting in Melbourne in March 2020 just as the pandemic hit. I have also been to Bulgaria in the year they have founded the hand therapy association and will hopefully make the delayed Polish meeting.

**PRESENTATIONS**

ASHT – report given to annual meeting 2020, 2021, 2022

IFSSH – report given to annual meeting 2020, 2021, 2022

**SILENT AUCTION**

|  |  |
| --- | --- |
| The silent auction will take place at London 2022 on Thursday 9th June. This is the one fund-raising activity carried out by IFSHT each triennial congress and will provide funds to assist therapists who otherwise would not be able to attend IFSHT 2025 in Washington. This year, for the first time, we are using an app, Galabid, to list donated items. This will enable therapists and surgeons who are attending in person and virtually. Additionally, by going digital and virtual on Galabid, we are able to offer both physical items and promises. |  |

PRESIDENT ELECT REPORT

OFFICE REPORTING:  **President-Elect**

PERSON REPORTING: **Peggy Boineau**

DATE OF REPORT: **21st March 2022**

DATES REPORT COVERS: J**une 2019 – June 2022**

**Action Items Completed**

* Completion of 2022 – 2025 budget with Treasurer
* Solicited bids for 2028 Congress
* Served as Past Treasurer to assist Treasurer with on-boarding process
* Served as ex-officio member of Financial Review Committee
* Managed social media platform

**Action Items in-progress**

* Liaison with Washington, D.C. 2025 team for 2025 Congress
* Liaison with Education Committee

**Discussion points for Delegate’s Meeting:**

* Ideas for re-defining the role and updating the name of the Education Committee

**SECRETARY GENERAL REPORT**

OFFICE REPORTING: **Executive Committee -** **Secretary General**

PERSON REPORTING: **Maureen Hardy**

DATE OF REPORT: **1 May, 2022**

DATES REPORT COVERS: **June 2019 – June 2022**

**Action Items Completed**

* Inaugural Annual Delegates Meeting – held virtually June 2021
* EXCO Liaison to Bylaws Committee -review proposed changes and presented to EXCO
	+ June 2021 - Council approved recommended bylaw changes
	+ June 2022 – Proposed bylaw changes presented to Council
* International Hand Therapy Teaching Award – processed 2 applications:
	+ July 2019 Debs Stanton, UK to Malawi
	+ Oct 2021 Georgi Petrov, Bulgaria
* Processed 33 nominations for awards and grants presented at Congress
* Prepare EXCO Agenda and Meeting Minutes for 24 virtual meeting calls and three days in person meeting in London, February 2020
* Process Volunteer applications for Committee roles
* EXCO Chair of Membership Committee
	+ Answered 20 requests for IFSHT Membership information
	+ 5 applications processed and voted onto Membership
* Assisted EXCO in planning and preparing for Council Meeting in London
* Communicated with Delegates and Guests regarding 2022 Congress
* Worked with President on call of proposals to host the Triennial Congress 2028
* Responded to email requests from hand therapists, patients, companies, delegates, hand therapy societies requesting information

**Action Items in-progress**

* Minutes from Council Meeting in London

**Discussion points for Delegate’s Meeting:**

* Thank delegates for responding to all inquiries sent from hand patients, students, and hand therapists seeking local information and contacts.
* Mentor Program results

**INFORMATION OFFICER REPORT**

OFFICE REPORTING:  **Executive Committee – Information Officer**

PERSON REPORTING: **Susan de Klerk**

DATE OF REPORT: **25 April 2022**

DATES REPORT COVERS: **June 2019 – June 2022**

**Action Items Completed and On-going**

|  |  |
| --- | --- |
| **Description** | **Actions** |
| **Publications: Preparation of the IFSHT UPDATE**There were four issues of the IFSHT UPDATE published in 2019 and 2020. Jan 2019 (Vol13, No3), September 2019 (Vol13, No4), January 2020 (Vol 14, No1) and the final issue of the UPDATE was published in March 2020 (Vol14, No1).  | * Liaising with the delegates from membership countries to send out their updated membership, activities and training programme from their societies (Spotlight on).
* Inviting members to contribute to the IFSHT UPDATE: including updated news on international exchanges, traveling awards sponsored by IFSHT, promotion on the triennial IFSSH and IFSHT conference, special announcements etc.
* Ensuring the edited version be sent to editors of AJHT, BJHT and EZINE for publication.
 |
| **Publications: REACH**At the face-to-face council meeting held in London Feb 2020 a decision was made to discontinue the one-page UPDATE and to introduce the IFSHT newsletter REACH. This was towards remaining current with publication practices of international federations such as the IFSHT.REACH is an acronym for Research, Education, Achievements, Clinicians in Hands and Upper Extremity. The proposed publication is to highlight each of these aspects in the comprehensive newsletter. To date 4 volumes have been published, April 2021 (Vol 1 No1), September 2021 (Vol 1 No2), December 2021 (Vol2 No1) and March 2022 (Vol2 No2).  | * To streamline the publications of REACH (and other IFSHT publications) and ad-hoc publication committee was appointed. Members of the ad-hoc publications committee include:
	+ Daniel Harte (Northern Ireland)
	+ Mia Erickson (USA)
	+ Toni Rippey (NZL)
	+ Tsitsi Murove (Zimbabwe/UK)
	+ Corey McKee (USA)
	+ Cynthia Srikesavan (UK)
* Mia Erickson, Toni Rippey and Cynthia Srikesavan have been instrumental in early and recent publications of REACH. Daniel Harte has been invaluable with providing content ideas as well as assisting with editing or earlier issues. Thank you, Nicola Goldsmith and Stacey Doyon attended to earlier issues (while I was on sick leave).
* Searching and securing the services of a graphic designer towards designing the REACH newsletter and presenting in a publication ready format for publication on the IFHST website as a PDF document as well as a flipping book.
* Submission guidelines were developed for the Spotlight on section (Clinician in Hand and Upper Extremity section).
* Principles for submission to the graphic designers were developed to streamline the process.
* A REACH template was created to aid in managing future issues.
* Planning content and seeking contribution from relevant persons. Acting as editor (or co-editor) of REACH and managing deadlines.
* Collating the newsletter for submission to graphic design team.
* Liaising with graphic designers on drafts of REACH.
* Publishing REACH on the IFSHT Website.
 |
| **Publications: EZINE**The Hand Therapy Contribution to the EZINE is published four times a year. The article is a 2000-word account on clinical management of hand conditions, innovative hand rehabilitation programme, new splinting design, educational tips etc. | * Development of submission guidelines for EZINE Hand Therapy Contribution.
* Invitation and liaison with potential authors to submit contribution to EZINE.
* Editing of articles and liaison with the EZINE editor for submission of the final version.
* Since April 2021, members of the ad-hoc publications committee took responsibility for the Hand Therapy Contribution to the EZINE, with the Information Officer remaining the overarching responsible person.
* Daniel Harte has been extremely efficient in managing the above tasks since April 2022. Tsitsi Moruve and Corey McKee are acknowledged for their roles in the review process of the EZINE contribution. Also, thanks to Anne Wajon who managed this during my absence.
* Providing a one-pager IFSHT news (to replace the UPDATE previously published in EZINE) – Information Officer and Daniel Harte.
* Publication of the Hand Therapy Contribution to EZINE as an article on the IFSHT Website under Publications.
* Including (highlighting) EZINE articles in REACH.
 |
| **Website**The IFSHT launched a brand-new website in February of 2021. The role of the Information Officer is to manage the website. | * Together with other members of the EXCO (with Stacey Doyon and Nicola Goldsmith being instrumental in this process) aided in the website design and building of content.
* Updating information on the website as required (managed by Stacey Doyon in my absence)
* Liaising with delegates and member countries towards ensuring that information stays current – or towards adding new members.
* Creating pols for voting on IFSHT matters.
* Addressing any website related queries.
* Updating and maintaining the Publication section in regard the publications outline above.
 |
| **IFSHT social media**Early in 2022, the IFSHT EXCO decided to act to be more responsive on social media. It was identified that an external company could best manage IFSHT Social media needs, especially leading up to the London Congress.In addition, it was deemed important to improve traffic to the IFSHT website and to highlight aspects developed under IFSHT Publication to extend the REACH of the IFSHT and to utilise social media toward this process. | * Liaison with an external company to manage IFSHT social media
* Developing and editing monthly social media decks (content) towards one post a week on Instagram and Facebook.

Ongoing:* Tracking improvement in the IFSHT social media presence.
* Presenting the IFSHT exco with a report following three months of social media management, towards deciding to continue or not.
* Liaising with the social media champions of the IFSSH and EFSSH for the upcoming London Congress.
 |
| **Discussion points for delegates meeting** Translation: While the IFSHT UPDATE (300 words – one page) was the only IFSHT publication, translation of the UPDATE was done by the Translation Committee into Japanese and Spanish. The IFSHT publications have however become expansive with the REACH being mostly between 7000 and 10 000 words. The layout and design fit the number of words (in English). The delegates discussion could explore the complexity of translation, the design requirements if not in English and the need for translation of IFSHT publications.  |

**TREASURER REPORT**

OFFICE REPORTING: Treasurer

PERSON REPORTING: Stacey Doyon

DATE OF REPORT: 28, March, 2022

DATES REPORT COVERS: J**une 2019 – June 2022**

**Action Items Completed**:

* Accounting has been reviewed by financial review committee for 2019,2020 and 2021. See report for completion of 2021.
* EXCO has approved financial reports for 2021.
* EXCO has approved 2023-2025 budget. Awaiting delegate approval.
* Changes updated on financial policies per recommendations of the financial review committee and for changes in processes.
* Reports provided for EXCO at all meetings to review membership and current financial status.
* Invoiced members on a yearly basis and maintain current membership data base.
* Assisted with review and implementation of the new IFSHT website.
* Have established a stripe account to use during silent auction.
* Communication as needed for EXCO, members and vendors.
* Maintain subscriptions to vendors. This includes updates of EXCO.
* Added members to the financial review committee and assisted with providing them the necessary information to complete their tasks.
* Reorganized Teamworks for the treasurer section.
* Manage reimbursements of EXCO, Grant recipients and vendors as needed.
* Explored use of Stripe versus Paypal to save money. Stripe is not available in as many countries as Paypal. Will try to use both, however, difficult to get stripe on website without a 3rd party.
* Updated silent auction process as needed for change to online auction.
* Maintain accounting notebooks online.

**Action Items in-progress**:

* Establish stripe on website so it can be used for membership payments and donations.
* Prepare for new incoming treasurer and train as needed.
* Update financial review policies if change in bylaws are approved.
* Exploring the use of a volunteer accountant on our Financial Review committee. Have sent out a request via REACH.

**Discussion points for Delegate’s Meeting:**

* 2020-2022 Budget and bylaws change.
* 2023-2025 Budget review.
* FRC review of comments

**PAST PRESIDENT REPORT**

OFFICE REPORTING:  **PAST PRESIDENT**

PERSON REPORTING: **ANNE WAJON**

DATE OF REPORT: **30 APRIL 2022**

DATES REPORT COVERS: **June 2019 – June 2022**

**Action Items Completed**:

* Served as Chair of Nominations Committee
* Participated in all IFSHT EXCO Zoom calls, reviewed and approved EXCO council minutes
* Served on Executive committee as officer and voting member of Council
* Participated in EXCO face-to-face meeting in London, February 2020.
* Supported Treasurer with fiscal responsibilities, including downloading bank statements and transferring funds as required
* Served as signatory on IFSHT bank account
* Supported Information Officer during leave of absence to assist with publication of EZINE

**Action Items in-progress**:

* Assist Secretary General and President in conducting the vote during Council meeting
* Organise and host Past President’s reception, London June 2022.

**Discussion points for Delegate’s Meeting:**

* How to encourage more hand therapists to take on leadership positions within IFSHT
* How to improve engagement with IFSHT

**Committee Report on Awards and Grants**

**Nicola Goldsmith, Chair**

**International Teaching Grant :** Owing to the world pandemic, the applications for this award were minimal. In 2019 we supported Debs Stanton and colleagues to Malawi.

**Lifetime Achievement Award:** Ten nominations evaluated for their global influence and participation covering the development of hand therapy knowledge, teaching and promotion of the profession.

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| **LIFETIME ACHIEVEMENT AWARD NOMINATIONS** |
| **Sandy Artzberger USA** | **Kenneth Flowers USA** |
| **Jennifer Ball Australia** | **Paul LaStayo USA** |
| **Suzanne Carigianis Australia** | **Joy MacDermid Canada** |
| **Sarah Ewald Switzerland** | **Helene Parmentier France** |
| **Tracy Fairplay Italy** | **Birgitta Rosen Sweden** |

**Cristina Alegri Innovation Award:** Blind assessment of the applications coveringissues such as uniqueness of concept, ease of integration into hand therapy, potential change to practice and relevance to the global hand therapy world.

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| **CRISTINA ALEGRI INNOVATION AWARD NOMINATIONS** |
| **Bronwen Ackerman Australia** | MusAARP. Musically Applied Anatomy Retraining Program |
| **Cecilia Li Hong Kong** | SSCP. The Smart Scar Care Pad |
| **Hayley Fay UK** | Hand Therapy Exercise Prescription App |
| **Yara van Kooji Netherlands** | Routine Health Outcome Measurement Dashboard |

**Evelyn Mackin Triennial Grant:** This grant supports an emergent hand therapist from a country without a formal hand therapy association to attend the Triennial Congress .

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| **EVELYN MACKIIN TRIENNIAL GRANT RECIPIENTS** |
| **Fatemah Alshatti Kuwait** | **Akisi Dovibua Fiji** |
| **Georgi Petrov Bulgaria** | **Tshering Dorji Bhutan**  |
| **Robert Sowa Ghana** |  |

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| **L A Award Committee Members** | **CA Innovation Award Committee Members** |
| Tarannum Siddiqui (Nepal) | Veronique van der Zypen (Switzerland) |
| Octavian David Olariu (Romania) | Anna Rosella Vargas (Mexico) |
| Simon Gouder (Malta) | Arthur Blair Agero (United Arab Emirates) |
| Moussa Abu Mostafa (Gaza) | Sumanta Ray (Bangladesh) |
| Dheeraj Lamba (Ethiopia) | Mohammed Siddiqui (Saudi Arabia) |
| Robert Sowa (Ghana) | Akisi Dovibua (Fiji) |
| Marta Jokiel (Poland) |  |

**NOMINATIONS COMMITTEE REPORT**

OFFICE REPORTING:  **Nominations Committee**

PERSON REPORTING: **ANNE WAJON**

DATE OF REPORT: **30 APRIL 2022**

DATES REPORT COVERS: **June 2019 – June 2022**

**Action Items Completed**:

* Served as Chair of Nominations Committee
* Sent out calls for IFSHT EXCO and committee chair nominations January and September 2021
* Received approval from Nominations committee for slate of nominees for both IFSHT EXCO positions and IFSHT Standing committee positions March 2022
* Finalised approved slate of nominees for IFSHT EXCO positions and IFSHT Standing committee positions and sent to delegates with 90-day notice documents

**Action Items in-progress**:

* Assist Secretary General and President in conducting the vote during Council meeting for:
	+ EXCO Officers – President elect, Treasurer, Secretary General, Information Officer
	+ Standing Committee Chairs – Education (co-chairs), Financial review, Bylaws, Publications
	+ Nominations committee members
* Organise location and host Past President’s reception, London June 2022.

**Discussion points for Delegate’s Meeting:**

* How to encourage more hand therapists to take on leadership positions within IFSHT
* How to improve engagement with IFSHT

**EDUCATION COMMITTEE REPORT**

OFFICE REPORTING:  **Education Committee**

PERSON REPORTING: **Jenny Rosengren & Raquel Cantero**

DATE OF REPORT: **April 2022**

DATES REPORT COVERS: **June 2019 – June 2022**

**Action Items Completed**

Education Committee (EC) consisted of four persons: Jenny Rosengren (Chair, Sweden), Raquel Cantero (Chair, Spain), Kim Kraft (USA) and Shrikant Chinchalkar (Canada) – with support from Peggy Boineau (representant from Executive Committee (EXCO), USA)

## The surveys concerning Mentoring Program have been completed and evaluated. EXCO has put together groups for cooperation.

* Prepared education sections of former website for transformation to the new website.
* Completed regular updates and review of the educational opportunities listed on the IFSHT website, including visit a clinic, post grad courses, continued education courses, national and international events, clinical links, databases and journals.
* Regularly checked all educational sections of website to ensure the items are relevant and current.
* Regularly performed initial review of applications for IFSHT International Hand Teaching Grants and made recommendations to EXCO.
* Contacted the advertisers of hand therapy education on the website including encouragement of new advertisers and maintenance of current advertisers.
* Corresponded with members to encourage posting of annual society meetings on the website.
* Contacted therapists with connections to countries where there is no formal hand therapy society or they are not IFSHT members to encourage application for funds to attend the Triennial congress.

**Action Items in-progress**

* The EC has thought a lot about how to facilitate education for corresponding and associate members. During Covid-19 pandemic there were a lot of different lectures online worldwide. A problem has been that IFSHT has not have been able to advert these due to legal liability issues.
	+ One suggestion the EC made regarding how to deal with this is to advert the lectures together with a letter disclaimer statement. The EXCO discussed this but tabled it until after the Congress. Recommendation for incoming ED to follow up.
	+ Another proposal from the EC to the EXCO was to ask our member countries about posting a lecture from their society's annual meeting on the IFSHT website. The purpose of this would be to drive traffic to the website and provide a helpful service to our members. A letter for this purpose has been written, reviewed by the EXCO and is now available at Teamwork/EC/Files. The EXCO is working out the details of how to implement this. Recommendation for incoming ED to follow up..

**Discussion points for Delegate’s Meeting:**

* Should the chair of the EC be a member of the EXCO? As the contact and the approval for different ideas always must be approved by the EXCO this would make the work of the EC considerably easier.
* Should the EC be re-named to more accurately describe their role?

**FINANCIAL REVIEW COMMITTEE REPORT**

OFFICE REPORTING:  **Financial Review Chair**

PERSON REPORTING: **Katia Fournier, Elizabeth Ward, Kecia Vicki Ardenso**

DATE OF REPORT: **February 2022**

DATES REPORT COVERS: **1st January 2020 – 31st of December 2021** *(Budget period to 31st December 2022)*

**Introduction**

The Financial Review Committee review the books, bylaws and financial policies of the IFSHT every three years. The committee also do a yearly preliminary review to ensure irregularities are highlighted in a timely manner and that actions are completed during the triennial period.

The IFSHT funds are controlled and monitored to ensure that capital is maintained. It has an agreed triennial budget. The treasurer makes a report to every Exco meeting and funds are reviewed annually by the treasurer and the FRC and presented triennially at the congress.

The IFSHT receives its principal income from membership subscriptions, educational events and donated funds.

This review is part of the process of the official report ranging from 1st of January 2020 to 31st of December 2022. A preliminary review report from the 1st of January 2020 to 30th of June 2021 was completed. Preliminary reports are usually done annually but there were delays associated with the pandemic and with finding committee members.

**Action Items Completed**

The IFSHT financial statements were reviewed by Katia Fournier, chair of the Financial Review Committee (FRC), Elizabeth Ward and Kecia Vicki Ardenso.

1. **Review of the financial statements: income statements, balance sheet, general ledger and trial balance.**
* All the transactions appear to be recorded appropriately and according to accounting standards.
* The receipts/invoices for all payments made are attached in Aplos. Justifications are added if there are variations to the invoices/expenses.
* There is no movement of money which is not accounted for.

**Financial activities**

Income has exceeded expenditures in 2020 and 2021.

2020: $38,130.10

2021: $32,700.46

The overall assets from January 2020 to December 2021 has increased to $213,697.93 which is gradually increasing year on year.

The number of transactions is generally low and may have been lower in this period due to travel restrictions.

2020: 111

2021: 188

Income:

* There is no interest on the overall asset. This is related to the type of account and the logistics associated with an international not for profit organisation.
* The IFSHT membership is paid based on the number of members in each of the countries’ relevant hand therapy associations and are subsequently divided over three years hence the difference in membership income year after year. The transactions related to paying countries are difficult to review by the FRC as individual countries may pay for 1, 2 or 3 years and therefore there is no way for us to understand if these are underbudget due to an issue with membership payment, or indeed non-payment.
* There are no fixed assets.
* Income was higher due to donations.
* Miscellaneous income is all accounted for and there is explanations available regarding transactions categorized under this heading.

Expenses:

* Expenses related to the exco represents 27%.
* Banking expenses represents 3%.
* The newsletters and website represent 42% of all expenses.
* Expenses are justified by the mission statement of this organisation.
* Expenses miscellaneous – all were accounted for.
1. **Review of the financial statements in relation to budget and previous statements**

Income in 2020 and 2021 is 57.3% higher than the previous financial statement. Whilst the financial activities for 2022 is not yet finalized, we can anticipate higher expenditure due to the congress. Based on the budget, 2022 should still have higher income than expenditure, but much lower than 2020-2021. Previous financial activities from 2017-2019 showed an overall income of $7,581.79.

Expenses related to banking and Exco are lower than the previous period, due to the pandemic curbing travel expenditure. Higher expenses for this period are related to the website and newsletters.

1. **Review of the policies and practices (internal controls) in place to protect the accounts from mismanagement or theft**

All transactions in Aplos recorded by the treasurer are matched by the statements.

1. **Review of the financial statement in relation to the organisation purpose**
* All the expenses related to attendance at international meetings, and development of the website is in line with the organisation’s bylaws.
* One exceptional expense of $100 was not related to the organisation purpose but was transparent and justified in the account. We would recommend that miscellaneous expenses of a maximal value of $100 related to flowers / gifts / mementos in recognition of service / family loss of bereavement should be supported at the Exco discretion and accounted in the miscellaneous category.
1. **Review of the bylaws changes to ensure they do not allow deceptive practice**

The changes in the bylaws appears to be justified and in line with the organisation purpose and safe management.

1. **Review of discussions points from the last reviews**

**February 2019 report (Triennal report).**

* *The marketing expense is over budget. Consider increasing the marketing budget or if this expense is too high then manage expenses accordingly.*
	+ This was adjusted accordingly.
* *Investigate the potential to create accounts within accounts to track things like postage, software, notary expenses, hotel, airfares. This will provide some granularity to improve interpretation and improve expenditure planning.*
	+ Accounts categories have been created but there is still a significant number of transactions under miscellaneous. We would recommend adding account categories to improve transparency and budget planning.
	+ Treasurer continues to work on this, and the next budget has more line items and tabs to explain/justify income and expenses
* *Consider using a more user-friendly accounting software such as Xero. This will allow for easier interpretation and move budgets from excel spreadsheets to the cloud. This may be a personal preference, so please disregard if this is not relevant.*
	+ The Exco decided to use Aplos – A brief research on the cost of the software seems to suggest that the expense is within what is expected for this type of product.
	+ For now, the EXCO is comfortable with Aplos
* *My final discussion point would be considering using an accountant as an external auditor as standard process. This can be done yearly, or every three years in the lead up to the congress. I feel an independent auditor with add rigour and transparency to the process.*
	+ The Exco decided against a yearly review due to the minimal number of transactions and the consideration of the cost of an audit vs the limited budget.

**Discussion points from 2019 review**

* *It is my understanding that an accountant or external auditor has not been used in the past. Because of the low revenue and the small number of financial transactions regular audits are probably not needed and would end up taking too much of the IFSHT revenue. To increase transparency in the way we review the accounts I would suggest a written procedure for the treasurer and FRC and clear criteria for which the committee would need to call for an external review of our finances.*
	+ There is now a written procedure and criteria to ensure the process of asking for an auditor is clear. IFSHT have never been audited. We also recommend investigating an accountant review of our financial controls, fiscal responsibility and if we could improve our process via an international accounting firm. Some firms are offering volunteering services for nonprofit organizations.
* *Can we input split expenses separately for ease of review?*
	+ This is now clearer.
* *The banking costs are approximately 5% of our overall income. I understand the international nature of the IFSHT and the inevitable costs associated with international transactions. To ensure that our transactions are cost effective I would suggest investigating cheaper way to manage international transactions (increase paypal use, etc.) if this has not been done.*
	+ The banking costs are now lower. There were few banking cost related to transactions errors. Fixing a threshold for banking costs would help deciding on reviewing the process – for example – needs review if higher than 5%?
* *It would be useful to have the IFSHT mission statement and the treasurer bylaws prior to the financial review. This would assist the FCR in understanding the treasurer role and to match the overall financial statement with the organisation goal.*
	+ Now available

**Discussion point yearly review – Jan 20- June 21**

* *Yearly review of the FRC should be added to the FCR bylaws with clear goals. We would suggest that the yearly review is done on points 1, 2 and 6 only and Triennial reports be the complete report. The conclusion of the yearly report should be different from the Triennial report.*
* Still awaiting reply.
* *The FCR can’t see be sure of the process of double check on all checks being written to make sure they are indicated and for a valid business. Is there a way the Exco can add this to Aplos?*
	+ - * Statements are now made available.
* There is no systematic process in which the FCR receives feedback on its yearly discussion points. At present the information is relayed by the treasurer. We would suggest that the relevant part of the minutes is sent to the FRC when these points are discussed to enhance the security and transparency or the process.
	+ - Exco to ensure minutes related to discussion points are made available to FRC.

**Summary of the pending discussions points for the triennial**

* We recommend investigating an accountant review of our financial controls, fiscal responsibility and if we could improve our process via an international accounting firm. Some firms are offering volunteering services for nonprofit organizations.

We have sent out a request for a volunteer accountant with nonprofit organization experience in the March EZINE. Will try to add a volunteer accountant to the FRC committee

* Setting a threshold to review banking costs. We would suggest a review if the cost were higher than 5% of all expenses.

Paypal use is more expensive which is why we try not to use this as much. Have added Stripe to some transactions as the fees are currently lower. However, it does not interface with the website well and it is not available in all countries. Need to have website manager see if we can add stripe directly to system without going through a 3rd party.

* Yearly review of the FRC should be added to the FRC bylaws with clear goals. We would suggest that the yearly review is done on points 1, 2 and 6 only and Triennial reports be the complete report. The conclusion of the yearly report should be different from the Triennial report.

Do not feel this needs to be added to bylaws. We will be changing the financial policies to reflect this change. The EXCO is in agreement with a review of only points 1, 2 and 6 yearly and a full review prior to the triennial meeting.

* The IFSHT membership is paid based on the number of members in each of the countries’ relevant hand therapy associations and are subsequently divided over three years hence the difference in membership income year after year. The transactions related to paying countries are difficult to review by the FRC and there is no way for us to understand if these are underbudget due to issue with membership payment. Is there any document that could be made available to understand the income related to membership (when payment is due timeline for the different member countries, etc).

We can include the excel spreadsheet the treasurer uses to track membership in the FRC documents

* Setting guidelines for expenses that are not related to the mission purpose. We would recommend that miscellaneous expenses of a maximal value of $100 related to flowers / gifts / mementos in recognition of service / family loss of bereavement should be supported at the Exco discretion and accounted in the miscellaneous category.

EXCO is in agreement with the $100 limit

* We suggested that discussion points are addressed in a more formal manner. Sharing the minutes will definitely improve this.

EXCO also agrees with this. The report will be mentioned in the minutes and formal responses documented on the FRC form

* It is difficult to review the finance in relation to the budget because we do the review the last year of the financial period part of the Triennale report. We recommend that the last year review is done in relation to the budget and is made available to delegate.

The final report is done at the end of the triennial budget. Once this is finalized, we can now send it to the delegates.

**Conclusion**

It our recommendation that the following review of the accounting and supporting documents which were available to the FRC for IFSHT Bookkeeping current to December 2021 be accepted as presented and there is no need for a review by an accountant.

**MEMBERSHIP REPORT**

OFFICE REPORTING: Chair Membership Committee

PERSON REPORTING: Maureen Hardy

DATE OF REPORT:1 May 2022

DATES REPORT COVERS: **June 2019 – June 2022**

**Action Items Completed**

* **IFSHT Member status**:

 Full Members 38

 Associate Members 8

 Corresponding Members 13

 Regional/International Liaisons 6

* **NEW MEMBERS** **2019-2022**:

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|  |  |  |  |
| --- | --- | --- | --- |
| DATE | COUNTRY | MEMBERSHIP | DELEGATE |
| 2020 | Ethiopia | Corresponding | Dheeraj Lamba |
| 2021 | Fiji | Corresponding | Akisi Dovibua |
| 2021 | Poland | Full | Marta Jokiel |
| 2021 | Bulgaria | Full | Georgi Petrov |
| 2021 | Egypt | Corresponding | Sara Samir Mohamed |

* Served as Chair of Membership Committee
* Responded to inquiries regarding membership in IFSHT
* Reviewed all application materials for compliance with IFHST membership requirements
* After EXCO approval, planned and conducted 5 electronic votes from voting delegates for membership approval.

**Action Items in-progress**

* Continue to encourage and support the founding of National Hand Therapy Societies

**Discussion points for Delegate’s Meeting:**

* Review Delegate Job Description and Responsibilities

**Publications Committee Report**

OFFICE REPORTING:  **Publications Committee**

PERSON REPORTING: **Susan de Klerk**

DATE OF REPORT: **May 4, 2022**

DATES REPORT COVERS: **June 2019 – June 2022**

**Committee Members:**

* + Daniel Harte (Northern Ireland)
	+ Mia Erickson (USA)
	+ Toni Rippey (NZL)
	+ Tsitsi Murove (Zimbabwe/UK)
	+ Corey McKee (USA)
	+ Cynthia Srikesavan (UK)

**Action Items in-progress**

* REACH. IFSHT Newsletter LOGO Contest
* 5 entries
* Delegate Closed Vote

**BYLAWS COMMITTEE REPORT**

**OFFICE REPORTING: By Laws Committee**

PERSON REPORTING: **Marie Eason Klatt**

DATE OF REPORT: **March 14, 2022**

DATES REPORT COVERS: **June 2019 – June 2022**

**Action Items Completed**

* Members: Simon Gouder (Malta) and Maureen Hardy IFSHT Secretary-General (USA)
* Committee members met by Zoom on 4 occasions over the 3-year term
* Reviewed, compiled and submitted suggested Bylaw amendments to the Executive for approval
* Submitted and presented Bylaw amendments for approval at the June 2021 IFSHT Delegates virtual meeting pertaining to the following:
	+ Membership Fees and responsibilities
	+ Officers’ terms and responsibilities
	+ Triennial Congress and Council meeting
	+ Finances
	+ Standing committees

**Action Items in-progress**

* Met with the IFSHT Treasurer to discuss further Bylaw amendments
* Reviewed, compiled and submitted suggested Bylaw amendments to the Executive for approval
* Submitted the final Bylaw amendments for approval at the June 2022 Triennial Council meeting pertaining to the following:
	+ Membership privileges
	+ Membership fees
	+ Council
	+ Officers’ Expenses

**Discussion points for Delegate’s Meeting**:

* Please refer to the 2022 IFSHT PROPOSED BYLAW CHANGES document circuited in advance and attached following this report

OFFICE REPORTING: **Local Organising Committee**

PERSON REPORTING: **Christy Fowler**

DATE OF REPORT: **8th May 2022**

DATES REPORT COVERS: **June 2019 – June 2022**

**Action Items Completed**

* Appointment of BAHT co-chair of scientific committee – Dr Fiona Sandford
* Appointment of abstract committee co-chairs – Dr Donna Kennedy and Dr Lisa Newington
* Appointment of Chair Silent Auction committee – Leanne Topcuoglu
* Appointment of Social Committee – Dr Leanne Miller and Debbie Miles
* Finalisation of conference venue – Excel
* Arrangement of complementary tickets for IFSHT exco for congress
* Arrangement of accommodation for IFSHT president and IFSHT secretary general at Novotel
* Assistance with finding venue for past president dinner
* Planned opening and closing ceremony script in conjunction with IFSHT president
* Liaised with Asszisztencia for IFSHT/BAHT exhibition stand ( 4m x 3 m stand)
* Arranged Covid testing partners – to allow optional travel testing on site (delegates pay fees )
* Liaison with IFSHT and Asszistencia for all meeting rooms, silent auction space and committee working room
* Site visits x 2 with ( organising committee and also IFSHT president and scientific chair)
* PUB night finalisation ( drinks receptions , drinks vouchers, savoury canapes, chocolate fountain, popcorn stand, candy floss stand, pick and mix stand, magic mirror phot booth, roving magicians.

**Action Items in-progress**

* Bookings for workshops
* Assistance for scientific committee with finding chairs and filling last minute speakers
* Finalising BAHT stand – merchandise, leaflets etc
* Continuing to approaching remaining exhibitors
* Producing travel documents for social events

**Discussion points for Delegate’s Meeting:**

* Consideration for future congresses to support assistance to secure keynote speakers (consider funding options)
* Consideration of alteration in contract for therapy workshop fees to be shared with host organisation and IFSHT – currently stays with host surgical society
* Ongoing consideration from IFSHT if virtual content will be expected moving forward in future congresses
* Consideration of therapy host organisation taking control of some conference budget in future congresses to increase ability to control more aspect of the therapy programme and congress – does come with financial risk however
* Discussion with IFSSH re: exhibitor fees to ensure that therapy focuses exhibitors are not priced out of congress.

OFFICE REPORTING: **Scientific Program**

PERSON REPORTING: **Fiona Sandford, Helen Buchanan**

DATE OF REPORT: **7th May 2022**

DATES REPORT COVERS: **June 2019 – June 2022**

**Action Items Completed**:

● 23 Invited speakers sessions in the therapy programme (including x 117 speakers in the therapy programme- there is some duplication here as some speakers are speaking in more than one session).

● keynote speakers (x3)- sponsored by orfit.

● Combined sessions with surgeons (x 8). Some in the therapy programme and some in the surgical programme.

● Free paper sessions (x 10)- although several combined over and above this including assessment and pain.

● Workshops (x 9) within the programme are free for participants. Each participant will be able to attend at least one workshop. Orfit is also running a workshop and has sponsored the keynote speakers.

● Poster presentations.

 **Action Items in-progress**:

● Finalising chairs and moderators for both the free paper and invited speaker sessions- FS and HB.

● Arrangements for hybrid mode- Assentica. Only the main therapy room will be streamed live for one line participants. They will also have access to the main surgical room and the instructional surgical course.

● Arrangements for the system by which questions are asked both in the room and to on line speakers. - Assentica and FS/ HB.

● Booking of workshops system.- Assentica.

**Discussion points for Delegate’s Meeting:**

● The hybrid nature of the conference is a new development and so is posing some infrastructure challenges. The final layout/ method is still being worked up by Assentica.

OFFICE REPORTING: **Silent Auction**

PERSON REPORTING: **Leanne Topcuoglu**

DATE OF REPORT: **04/05/2022**

DATES REPORT COVERS: **June 2019 – June 2022**

**Action Items Completed**

* Introduction to Silent Auction and Process
* Consideration of format; paper vs online
* Set-up Silent Auction on Galabid Platform
* Promotion of Silent Auction through: Reach, Social Media, BAHT e-bulletin

**Action Items in-progress**

* Sourcing items for donation
* Contacting conference sponsors and exhibitors for donations
* Recruiting volunteers to staff the stand on 9th June
* Printing signage for venue
* Ongoing promotion through social media and e-bulletin

**Discussion points for Delegate’s Meeting:**

* Format and platform for future congress
* Responsibility for auction

 *Working together to advance hand care and education*

Thank you for the opportunity to submit this report to the IFSHT Council to share recent activity highlights from the American Association for Hand Surgery (AAHS). AAHS has always taken a collaborative approach to providing hand care education and supporting international outreach, including therapy involvement.

Submitted by: Cynthia Ivy, OTR/L, CHT and Gayle Severance, MS, OTR/L, CHT, AAHS Affiliate Board Members at Large

**Who is AAHS?**

* Founded in 1970: 52 years of education, outreach and inclusion!
* AAHS represents 1,400 professionals which make up the entire hand care team including orthopedic surgeons, plastic surgeons, general surgeons, microsurgeons, hand therapists, advanced practice providers, and basic scientists.
* Current therapist membership: approximately 100 therapists, which is down from past years and attributed to impacts of COVID-19

**AAHS’s most important initiatives right now!**

* Diversity, equity, inclusion committee activity
* Collaboration with affiliate societies
* Getting international volunteerism back on track
* Education for the hand care team, encouraging therapists and APPs to be involved

**How does AAHS support hand therapists?**

* AAHS/ASHT International Reverse Therapy Fellowship: The inaugural recipient, Erastus Shuma of Kenya, was postponed from 2020 and will travel in 2022
* Miguel Vargas International Hand Therapy Teaching Award: One award granted annually since 1996, last mission was to Kumasi, Ghana in February 2022; program should resume in 2023 with partner organizations
* International volunteer scholarships: 15 scholarships awarded to therapists over 6 years
* Annual Meeting travel support for therapist abstract presenters
* Committee and Board of Directors positions
* Significantly reduced registration fees for the Annual Meeting
* Free spouse, guest and child registration for the AAHS Annual Meeting
* Free educational webinars

**AAHS promotes hand care team collaboration. What societies does the Hand Association collaborate with?**

* Annual Meeting guest society involvement: Romania (2017), Italy (2018), France (2019), Chinese Delegation of Hand Surgeons and Hong Kong (2020), Egypt (2022), Japan (2023)
* New series to begin in spring 2022, combined webinars with AAOS, ASHT, POSNA, ASES, ASRM, ASPN, AAPA, OTA
* Combined webinars with ASHT each year
* Weekly e-lecture program with Kumasi, Ghana surgeons and physiotherapists: 2015 to 2021
* ASSH: Annual Specialty Day program at AAOS
* **ASSH and ASHT: IFSSH/IFSHT Triennial Congress in 2025!**