

Policy No. ____: Title of Policy: IFSHT Presidential Travel	
Origin: Peggy Boineau and Stacey Doyon	
Developed: 2 September 2024	Reviewed: <i>(date)</i>
Revised: <i>(date)</i>	
Governing Authority: EXCO	
References: IFSHT Bylaws	
Corresponding Policy: IFSHT Financial Policy	

Purpose: To ensure that Presidential travel follows the bylaws and promotes the mission of IFSHT. This policy describes the goals of the IFSHT President's travel to targeted hand therapy and hand surgery congresses and conferences in various regions of the world.

Policy: Presidential travel will adhere to the bylaws and IFSHT Financial Policy and Procedure and will strongly promote the mission of IFSHT.

Procedure:

1) Budget and Planning

- a) President-Elect proposes a budget for travel for the upcoming triennium in collaboration with the Treasurer.
 - i) presented for Executive Committee (EXCO) approval five months prior to the Congress
 - ii) included in overall budget presented at the Council Meeting during the Congress
 - iii) presidential travel for the Congress and the in-person meeting is part of the EXCO budget line item and is not included in the Presidential Travel budget
- b) The President-elect will budget for, and, during the Presidential term, will either attend or select an alternate to attend one each of the following meetings:
 - i) American: ASHT
 - (1) Meets annually, September or October typically
 - (2) Occasionally holds joint meeting with American Society for Surgery of the Hand
 - (3) Invites IFSHT President to submit a report annually to the ASHT membership for inclusion in the ASHT Annual Report presented during the Annual Meeting
 - (4) Invites IFSHT President annually to present in person to the ASHT Board of Directors and to the membership during the ASHT Annual Business meeting
 - ii) European: EFSHT / FESSH
 - (1) EFSHT meets every three years concurrent with FESSH, but the frequency could change

- (2) EFSHT holds their major Executive Committee meeting over the course of three days, separate from the EFSHT Congress
 - (3) IFSHT President is usually invited to present an educational talk at the EFSHT Congress.
- iii) Asia/Pacific: APFSHT / APFSSH
 - (1) Meets every two years or three years
 - (2) APFSHT Council meets during this Congress and invites IFSHT President to attend and participate by sharing updates, advice and ideas
 - (3) IFSHT President is usually invited to do an educational presentation
- iv) South America and Africa may be considered if viable options are identified
- c) Meeting opportunities may emerge which were not included in the triennial budget. In this case, even if the cost fits within the existing budget, the President must receive approval of the EXCO before incurring any IFSHT reimbursable expenses. Approval is to ensure that it meets the intent and mission of Presidential travel and that it can be financially feasible.
- d) Financial policies will be followed, with particular attention to:
 - i) expense reimbursement
 - ii) budget overrides

2) Goals of Presidential Travel

- a) Meet with EXCO and members of respective society to:
 - i) Collaborate on policies
 - ii) Collaborate about changes in international laws
 - iii) Exchange ideas about educational goals, platforms, and plans
 - iv) Exchange ideas about recruitment strategies
 - v) Discuss emerging topics affecting the organisation
- b) Meet with vendors to discuss sponsorship, exhibiting opportunities and donations
- c) Network with hand therapists to identify future IFSHT leaders
- d) If IFSSH EXCO and the IFSSH Delegates' Council are meeting, attend these meetings
 - i) IFSSH EXCO discussions:
 - (1) upcoming triennial Congress
 - (2) Congress bids and bid process
 - (3) emerging issues
 - (4) international laws and any changes
 - (5) Grants and fundraising
 - (6) Collaborative efforts between IFSSH and IFSHT
 - ii) IFSSH Delegates Council

- (1) IFSHT has standing invitation to all IFSSH Delegates' Council meetings as an observer
- (2) IFSHT President is asked to submit a report to be included in the minutes of this meeting annually
- (3) IFSHT President will report a summary of the meeting to the IFSHT EXCO
- (4) IFSHT President may have the opportunity to connect with key members of the Council and should seek an opportunity to speak to the delegate from the host surgery society of the upcoming Congress

3) Reporting

- a) President provides a report to EXCO following each meeting attended
- b) President provides a written and verbal report at the Delegates' Council meeting, covering all IFSHT funded Presidential Travel that occurred during the triennial period
- c) If the President appointed an alternate to attend a meeting, the President and the alternate will collaborate on a report to the EXCO and the Delegates' Council and determine if this will be included in the President's report or the alternate's report.