

**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 matters relating to IFSHT.
- 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 UPDATE

Submits written information or articles to the IFSHT Secretary General to be included in the IFSHT UPDATE.

### IFSHT Website

- Submits yearly updates regarding their member organization ongoing activities, including pertinent links.
- 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 (including electronic votes conducted on the IFSHT website) or information in a timely fashion.

- Represents his/her member country at IFSHT Triennial Council Meetings

### 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 or questions to the secretary-general.
- Failure to inform IFSHT in advance of changes in council delegate

representation will result in loss of voting privileges. Alternate delegates will be welcome to attend the council meeting as non-voting guests.

**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