



**IFSHT JOB DESCRIPTION
CHAIR BYLAWS COMMITTEE
2016-2019**

OFFICE: CHAIR BYLAWS COMMITTEE

- Application for Chair is vetted by Nominations Committee
- Elected by voting members of the IFSHT Triennial Congress
- Term of office is 3 years, beginning at the close of the IFSHT Triennial Congress

REPORTS TO:

- Secretary General
- Executive Council of IFSHT

JOB TASKS & DUTIES

Communication

- Volunteer member applications are reviewed and approved by Chair
- Communicates with the committee members and assigns tasks
- Compiles and submits suggested amendments to the Executive Council for review no later than ninety (90) days before the Triennial Council Meeting

IFSHT Triennial Congress

- Prepares a written report to the Secretary General for review and distribution to delegates sixty (60) days prior to Triennial Council Meeting
- Submits the final bylaws recommendations, reviewed and approved by the Executive Council, to the Triennial Council for approval within sixty (60) days of the council meeting

SKILLS REQUIRED

- Previous experience in association governance, policy, charter, or bylaw committee an asset
- Computer skills regarding various forms of electronic communication
- Fluency in both written and spoken English
- Ability to utilize project management virtual office software

COMMITMENTS REQUIRED

Time

- Participate in scheduled Bylaws Committee calls, initial schedule of 1 to 2, 1-hour Skype calls annually
- Participation in committee activities may require 1 to 3 hours per month in the last 6 months of the 3-year term prior to the Triennial Congress
- Address emails and other communication on a timely basis
- Commitment to a three year term