



IFSHT JOB DESCRIPTION NOMINATIONS COMMITTEE 2016-2019

OFFICE: NOMINATIONS COMMITTEE

- Applications for Nominations Committee members are vetted by current Nominations Committee
- Elected by voting members of the IFSHT Council
- Term of office is 3 years, beginning at the close of the IFSHT Triennial Congress
- There will be three (3) members of the Nominations Committee

REPORTS TO

- Chair of Nominations Committee, who is Past President of IFSHT
- Executive Council of IFSHT

JOB TASKS & DUTIES

Chair

- Oversees all activities of the committee and chairs all committee meetings
- Communicates with committee members and assigns tasks
- Communicates with Executive Council

Members

- Responsible for vetting nominated candidates for following positions to ensure they have appropriate experience, abilities, and desire to participate from the view of advancing the activities of IFSHT

Officers (President and Past-President are automatic positions)

- President Elect
- Secretary General
- Treasurer
- Information Officer

Standing Committee Chairs

- Bylaws

- Education
- Financial Review

Nominating Committee Members (Chair is Past President)

- Member 1, 2, 3
- Prepare a slate of nominees and submit to the Executive Council for review and approval at least six (6) months prior to the Triennial Council Meeting
- The committee will consider a balance of professional PT or OT designation, as well as, global geographic representation of the slate of nominees
- In order to remain impartial, members of the Nominations Committee may not run for office within IFSHT while a member of the IFSHT Nominations Committee
- Prepare information as requested by the Chair

IFSHT Triennial Congress

- The committee shall present to the Council the approved slate of nominees for voting, or for an interim electronic ballot at the discretion of the President
- Committee members shall oversee the Council Meeting election, or electronic ballot proceedings

SKILLS REQUIRED

- 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 Nominations Committee calls, initial schedule of 1 or 2, 1-hour Skype calls annually
- Participation in committee activities will increase in the last 6-months of the 3-year term, up to 3 hours/month prior to the Triennial Congress
- Address emails and other communication on a timely basis
- Commitment to a three year term